St. Lorenz Foundation

Assistant to the Executive Director

Position: Part-Time
Hours: 15–20 hours per week

Position Summary

The Assistant to the Executive Director provides administrative, communications, donor recordkeeping, event coordination, and general organizational support to the St. Lorenz Foundation.

This position plays an important role in advancing the Foundation's mission through accurate recordkeeping, timely communications, thoughtful donor stewardship support, and effective coordination of Foundation activities. The Assistant works closely with the Executive Director, supporting relationships with donors, church and school staff, volunteers, advisors, board members, and the congregation.

By managing these essential administrative responsibilities, the Assistant allows the Executive Director to devote more time to personal donor relationships, engagement with financial professionals, and outreach to other congregations and organizations. These efforts help increase awareness of the Foundation, strengthen its donor base, and expand the resources available to support God's work and make disciples for His Kingdom.

Essential Skills and Qualifications

- **Technology and Administrative Skills:** Proficiency with Microsoft Office applications, including Word, Excel, Copilot, Forms, and Teams. Familiarity with QuickBooks and donor management systems is beneficial. Ability and willingness to learn and effectively use the Foundation's Bloomerang donor management system.
- **Marketing and Digital Communications:** Basic experience with social media platforms, particularly LinkedIn, and website management. Ability to assist with preparing and distributing digital communications.
- **Interpersonal Skills:** Ability to interact professionally, warmly, and effectively with donors, church and school staff, volunteers, advisors, board and committee members, and members of the congregation.
- **Written and Verbal Communication:** Strong communication skills, including the ability to prepare clear, accurate, and professional correspondence, announcements, newsletters, and other Foundation communications.

- **Organization and Attention to Detail:** Strong organizational skills and the ability to manage multiple administrative responsibilities, maintain accurate records, coordinate events, and meet established deadlines.
- **Discretion and Confidentiality:** Demonstrates sound judgment and maintains strict confidentiality when handling sensitive donor information, financial records, and internal Foundation and church discussions.
- **Mission-Driven Commitment:** An appreciation for and alignment with the Foundation's Christian mission, vision, and values, with a desire to support the work of the Church and further God's Kingdom.

Key Responsibilities

1. General Administrative Support

Provide general administrative assistance to the Executive Director and support the day-to-day operations of the Foundation as needed.

2. Donor Management and Recordkeeping

Develop a working knowledge of the Bloomerang donor management system and effectively use its capabilities to support the Foundation's donor recordkeeping and stewardship activities.

Responsibilities include:

- Maintaining accurate and up-to-date donor records.
- Recording and organizing donor information and giving history.
- Assisting with donor acknowledgments and correspondence.
- Preparing and distributing newsletters and other donor communications.
- Maintaining records of donor communications and follow-up.
- Providing the Executive Director with organized donor information as needed.

3. Communications and Outreach

Assist with preparing, organizing, and distributing communications to the congregation, church and school staff, donors, and the general public. Activities include:

- Preparing and distributing announcements and Foundation updates.
- Coordinating the annual summer letter.
- Communicating grant application cycles, deadlines, and related information.

- Preparing and distributing educational materials and donor communications.
- Maintaining and updating the Foundation website.
- Assisting with social media and other outreach efforts.

4. Grant Application and Distribution Support

Assist with organizing and maintaining the information and documentation necessary for the Foundation's semiannual grant application and distribution process.

Responsibilities include:

- Organizing grant applications and supporting documentation.
- Maintaining application records and related information.
- Preparing materials for grant review by the appropriate committees.
- Coordinating administrative communications and timelines associated with the grant cycle.

5. Records and Historical Information Management

Organize, maintain, and preserve the Foundation's historical records and documents.

Responsibilities include:

- Organizing historical Foundation information and records.
- Converting appropriate paper records to electronic format.
- Establishing and maintaining an organized electronic filing system.
- Ensuring important Foundation documents are accessible and appropriately maintained.

6. Policies and Procedures

Assist the Executive Director in developing, documenting, and maintaining administrative policies and procedures that support the effective and consistent operation of the Foundation.

7. Event Planning and Coordination

Assist with the administrative planning and coordination of Foundation events, including:

- Annual Foundation meeting.
- Foundation Sunday.

- Local financial advisor and professional outreach events.
- Educational and informational events.
- Board and committee meetings.

Responsibilities include scheduling, preparing materials, coordinating communications, managing logistical details, and providing event support.

Reporting Relationship

Reports to the Executive Director of the St. Lorenz Foundation