

Executive Assistant for Development: EduDeo Ministries

Are you ready to make a meaningful impact on the world of global Christ-centered education? Do you have the ability to organize and clearly communicate goals? Do you like seeing a team operate to its full potential? If so, then EduDeo Ministries wants you!

As the Executive Assistant for Development, you will play a pivotal role in supporting our Key Relations Team and Executive Director as we engage, invite and inspire our passionate support community. This is an incredible opportunity to be part of a mission-driven organization dedicated to the advancement of Christ-centered education across the majority world.

Position:	Executive Assistant for Development
Classification:	Salary – Full Time (Program Staff)
Reason for Vacancy:	New position
Reports to:	Key Relationship Director
Preferred Start Date:	May 1, 2024
Location:	Hamilton, Ontario office

Position Summary:

The Executive Assistant for Development will support work of the Key Relations Team and Executive Director. This position will support a wide range of development activities across EduDeo Ministries including program communications, volunteer logistics coordination, administration, and donor engagement. Your initiative will ensure these teams do their work efficiently. Your strong interpersonal skills will build up EduDeo's staff and donors alike, fostering a community of excellence and togetherness.

Position Goals:

1. Support the efforts of the Key Relations Team as it engages EduDeo's support community.
2. Provide logistical support to the Co-Impact program.
3. Support the efforts of the Executive Director.

Description of Responsibilities and Duties:

1. Donor Stewardship (35%)

- a) Assist the Key Relationship Director with the creation and implementation of the Donor Engagement Plan that incorporates a range of strategies and connection points.
- b) In partnership with the Key Relationship Director, lead or support the planning and coordination of donor events including logistics, bookings, scheduling and creating agendas as needed.
- c) Assist with the production and implementation of donation appeals, campaigns and other fundraising communications for Key Relations staff.
- d) Perform support duties for the Key Relations Team as needed including minute taking, mailings, electronic records filing and maintenance, making phone calls to donors, etc.



2. Co-Impact Program Facilitation (35%)

- a) Assist with the logistics and administration of the Co-Impact program (short-term volunteer construction / awareness-raising trips).
- b) Manage the physical and digital applications and records for Co-Impact teams.
- c) Identify, schedule, and coordinate travel logistics for Co-Impact teams.
- d) Prepare participant manuals and enroll teams in online training modules.
- e) In partnership with the Operations and International Partnership teams, facilitate the financial disbursements for Co-Impact projects and travel.

3. Executive Assistance (20%)

- a) Act as administrative support for the Executive Director.
 - i. Work with the Executive Director in the preparation of organizational documents, agendas and minutes, reports and updates for various audiences in compliance with organizational standards, policies and procedures.
 - ii. Assist the Executive Director with the creation and implementation of the Donor Engagement Plan that incorporates a range of strategies and connection points.
 - iii. Support and manage special projects, including research and the collection of documents from a variety of sources.
 - iv. Other duties as assigned by the Executive Director.
- b) Serve as the first point of contact for the Hamilton, Ontario office.
 - i. Receive and screen incoming telephone calls.
 - ii. Respond to general emails.
 - iii. Welcome and host office visitors.

4. Participate on the EduDeo Team (10%)

- a) Be an active participant of the Key Relations team.
- b) Be an active participant in team meetings, etc.
- c) Stay up to date with industry best practices, trends, tools, and developments in job-related fields.
- d) Provide assistance, as requested, at various significant organizational events.
- e) Continue to grow through professional development opportunities.
- f) Complete any other tasks as assigned by Executive Director.

Reporting Structure: The Executive Assistant for Development reports to the Key Relationship Director.

You're the ideal candidate if you have:

- A strong commitment to Jesus Christ and His church.
- A strong commitment to the vision, mission, values and goals of EduDeo Ministries.
- High self-motivation, professional discretion, and confidence in taking initiative.
- Strong administrative, organization and project management skills.
- Ability to effectively multi-task, establish priorities, and work in a fast-paced environment.
- Superior time management skills and can meet deadlines under pressure.
- Demonstrated success in working as a member of a team and developing effective working relationships.
- Excellent communication skills, both verbal and written.
- Proficiency with Microsoft Suite, database systems, and CRM software (preferably Salesforce).
- An aptitude for continual learning and professional development.
- A degree in Business, Administration, or a related field.



- A valid driver's license and access to a vehicle.
- An ability to legally work in Canada.

Job Benefits:

- Competitive sector salary.
- Comprehensive benefits package.
- Registered Pension Plan with EduDeo contributions equal to 5% of your annual salary.
- Paid vacation and additional paid time off between Christmas and New Year.
- Flexible work-life balance.
- Fun and welcoming culture where team members can bring their authentic selves to work every day and receive the support they need to thrive.

Application Requirements and Deadline:

Requirements: Applicants are requested to submit a cover letter, resumé, and a personal statement of faith to careers@edudeo.com. (Applications without all three documents will not be considered.) A range of qualifications are evaluated, including distinguishing characteristics that demonstrate congruence with EduDeo's identity as a Christian mission organization.

Application Deadline: March 22, 2024, or until position is filled.

Send Application To: careers@edudeo.com

EduDeo Ministries welcomes and encourages applications from people with disabilities. Accommodation is available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.

