

## **HEARTBEAT INTERNATIONAL**

### **Job Description**

**TITLE:** Executive/Mission Advancement Assistant  
**CLASSIFICATION:** Nonexempt; part time; 30 hours  
**REMOTE WORK STATUS:** Position not eligible to work remotely  
**DEPARTMENT:** Executive; Mission Advancement  
**REPORTS TO:** President, Vice President, Legal Counsel and Director of Mission Advancement

#### **SUMMARY**

Provides advanced secretarial/clerical and routine administrative support for the president, vice president and legal counsel, and occasionally performs non-routine administrative tasks. Assists Mission Advancement team with donor communication, data entry, and mail processing. Job responsibilities are executed in support of Heartbeat International's pro-life mission and vision and its Christian core beliefs and core operational values.

#### **PRIMARY RESPONSIBILITIES**

1. Coordinate the efficient execution/logistics (organization, research, reporting, recordkeeping, evaluation, etc.) of office operations for the president, vice president and legal counsel.
  - Ensure effective, accurate, and confidential (when appropriate) recordkeeping (computer and hardcopy). Maintain and manage (establish, review, organize, update) accurate records, logs, lists, files. Reconcile and submit expense records for allocation and reimbursement.
  - Provide timely research and reports to assist in evaluating programs and initiatives and identifying problems in meeting objectives. Obtain, compile, organize and format information from sources inside and outside the organization (including internet search, communication with staff, affiliates, donors and other constituencies). Requires judgment as to what information to include based on general guidelines provided or purpose/use. Track specific statistics or information. Includes spreadsheet formula calculations and balancing or verification of statistics/information. Includes analysis of information.
  - Review and update recordkeeping, report generation, and suggest office processes to best meet the needs of the executive team.
  - Support needs of HB legal counsel including correspondence, charitable solicitation (in coordination with Grant Specialist), basic research and similar activities.
  - Work cooperatively (with a servant heart) with other staff, including staff from other departments, contributing in word and action to an office work environment/atmosphere supportive of HB's Christian pro-life mission, vision, core beliefs, and values. This may include sharing the Gospel and prayer.
  - Perform updates to correspondence/materials (i.e., dates, general information) based on general guidelines. Draft general correspondence, notices, etc.
  - Assist with organizing special initiatives, programs, events, including communicating (following up) with vendors, affiliates, donors, staff and/or other constituencies to meet/accomplish established objectives. Communicate with vendors, agencies, etc. to resolve routine problems, ensure timely execution of logistics, ensure timely payment of invoices, etc.
  - Data entry and/or Word Processing: Enter accurate database information. Word Process labels, merge documents, tables, correspondence, manuals, charts and newsletters, and other documents. Produce basic fliers and other materials requiring basic graphics and design/layout.
  - Prepare PowerPoint and similar type presentation elements as directed.

2. Communication: Answer phones, retrieve voice mail messages and email, greet visitors, transfer calls and provide information, screen calls and other communication. Initiate calls to vendors, affiliates, donors, and other constituencies to provide general information, build relationships, or resolve problems. Communicate HB's Christian pro-life mission, vision, core beliefs and values as needed.
3. Schedule appointments, meetings, speakers, facilities, equipment, and travel
4. Provide support to the Mission Advancement team in the following areas:
  - Donor communications – calls, handwritten notes, and e-mail communications
  - Database work – data entry, research donors and add to database
  - Life Builder Packets – assemble package, prepare for mailing, document in CIVI database
  - Projects such as log post office BRM, MRS and postage due; prepare and mail packages; investigate and evaluate data for reporting purposes; and conduct research on donors in connection with donor visits

### **SECONDARY RESPONSIBILITIES**

1. Occasionally act as representative of the executive in the executive's absence within and outside the organization, including upholding and encouraging the support of HB's Christian pro-life mission, vision, core beliefs, and values.
2. May oversee work of and assign work to lower level support position, interns, and/or volunteers, including upholding and encouraging the support of HB's Christian pro-life mission, vision, core beliefs, and values.
3. Basic clerical duties (photocopy, file, etc.).
4. Special projects as assigned by supervisors.

### **SUPERVISION (Received/Exercised)**

Work performed independently with supervision available. Plan, prepare, and organize work to meet deadlines and project needs. Expected to make routine decisions requiring analysis and interpretation regarding task completion that does not significantly impact other areas with limited guidance from supervisor.

May oversee work of and assign work to lower level support positions (limit 2), interns, and/or volunteers.

### **REQUIREMENTS**

1. Job-related college degree and/or extensive experience.
2. Five years office experience or training required including two years' experience in an administrative/executive support role. A combination of education/training and experience may be considered.
3. Experience with life-affirming organizations preferred.
4. Accurate word processing/data entry skills including accurate typing speed of 55 words per minute required; experience with Microsoft software (Word, Excel, PowerPoint, and a CRM database) strongly preferred.
5. Very good interpersonal skills. Ability and desire to work cooperatively and professionally with staff and all Heartbeat constituencies. Treat others with respect, honesty, and integrity, working towards Christian (scripture based) peace and unity.
6. Professional and pleasant business communication skills.

7. Good organization and administration skills. Ability to organize multiple projects and set priorities. Ability to analyze information and materials and interpret and apply applicable regulations/guidelines. Ability to handle details accurately and timely.
8. Integrity and good judgment. Ability to make routine decisions based on interpretation and application of established guidelines and information. Ability to maintain appropriate confidentiality. Willingness to seek assistance when problems or situations are beyond the responsibility and knowledge of the person/position.
9. Proficiency or propensity to learn to operate various office and presentation equipment.
10. A willingness and desire to work as a team to serve affiliates and other HB constituencies, including other staff. A servant's heart with the ability to understand how all support tasks impact Heartbeat International's ministry of supporting life.
11. Ability and willingness to demonstrate commitment to and promote Heartbeat International mission, vision, core operational values, and core beliefs in the execution of position responsibilities.
12. A willingness to share the gospel of Jesus Christ by word and example to encourage affiliates, staff, and others and to contribute to an office environment conducive to supporting HB's Christian ministry of life.