

Development Director Assistant

About Mirror Ministries

Mirror Ministries' mission is to respond to domestic minor sex trafficking with the love of Christ through local education, intervention, restoration, and aftercare. Mirror Ministries works throughout Benton and Franklin counties to provide training, education, and awareness to local schools, agencies, and businesses. Mirror Ministries' advocates do purposeful outreach to identify victims of trafficking hidden in our community, including a 24/7 sex-trafficking hotline. Mirror Ministries walks hand-in-hand with victims/survivors of sex trafficking showing them that there is hope and help, connecting them to needed services and walking alongside them on their journey of healing. Mirror Ministries is a Christian organization dedicated to serving people of all faiths and backgrounds.

Development Director Assistant Job Summary

The Development Director Assistant will support the Donor Development Director in cultivating and growing strong relationships with supporters, researching and writing grants, and planning donor appreciation initiatives. The ideal candidate is highly organized, a strong communicator, comfortable speaking with diverse audiences, and passionate about both educating the community and strengthening partnerships to further our mission.

Major Responsibilities:

- ☞ Support the Donor Development Director in all areas of fundraising and relationship-building.
- ☞ Research, draft, and submit grant proposals, letters of inquiry, and reports.
- ☞ Assist with donor communications including phone calls, thank-you letters, newsletters, appreciation efforts, and updates.
- ☞ Help coordinate, plan and execute fundraising events, campaigns, and community connection opportunities.
- ☞ Meet with community members, partners, and potential donors to share about the organization's mission and invite financial partnership.
- ☞ Maintain accurate records of donor engagement and grant activities.

Responsible for:

- ☞ Conducting grant prospect research and keeping a grant-tracking software up to date. Mirror Ministries uses an online program called Grant Advance for this purpose.
- ☞ Drafting and proofreading letters of inquiry, grant proposals, and donor communications.
- ☞ Entering donor interactions into the donor management system.

- ✧ Assisting with planning, setup, and execution of donor events and appreciation activities.
- ✧ Scheduling and preparing for donor meetings with the Donor Development Director.
- ✧ Helping create content for donor thank-you's, newsletters, and impact stories.

Required Skills and Attributes:

- ✧ Organizational Strength: Ability to manage multiple projects, schedules, and deadlines effectively.
- ✧ Communication Skills: Strong verbal and written communication; confident and engaging public speaking and presentation skills. Enjoys speaking to donors and prospective partners in mission on the phone, good interpersonal skills in one-on-one and small group meetings.
- ✧ Adaptability: Able to tailor messaging for different audiences and adjust quickly to changes.
- ✧ Attention to Detail: Skilled at proofreading, tracking outcomes, and ensuring accuracy in grants and reports.
- ✧ Initiative: Proactive in seeking new opportunities for donor engagement.
- ✧ Technical Skills: Proficiency in Microsoft Office and donor management software (or willingness to learn).
- ✧ Active and vital relationship with Jesus Christ and part of a supportive church community outside of Mirror Ministries.
- ✧ Agreement and adherence to attached Statement of Faith and Christian Code of Conduct.
- ✧ Must pass criminal background check.
- ✧ Deep belief in Mirror Ministries' mission.
- ✧ Professional, teachable, and humble servant leader.
- ✧ Be able to uphold the mission and values of Mirror Ministries in every aspect of their work.
- ✧ Maintains a high level of professionalism and confidentiality while interacting with internal and external stakeholders.
- ✧ Adaptable, proactive, resourceful, and efficient.
- ✧ Willingness and ability to work a flexible schedule that may include frequent evening hours
- ✧ Be a fun co-worker with staff and volunteers

Location: Based out of Mirror Ministries Outreach Center in Kennewick, Washington

Position: Part-time, hourly non-exempt (25 – 30 hours per week)

Schedule: Monday – Friday, flexible for weekend and evening events

Compensation: \$22.00 - \$24.00 per hour



office: (509) 783-5730
hotline: (509) 212-9995
mirror-ministries.org
info@mirror-ministries.org

Benefits: 8 paid holidays, accrued sick pay as per WA State law, Capital Campaign Development training and support

An Equal Opportunity Employer

In accordance with Washington state laws, Mirror Ministries does not discriminate because of race, creed, color, national origin, sex, honorably discharged veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal in serving victims and survivors of human trafficking. *As a Christian ministry, we do uphold and require a signed Belief Statement for all our Board, Staff, and Volunteers.* Because of the grace we have been given, we extend that grace to any and all victims/survivors of human trafficking, regardless of their life circumstances and/or beliefs.

