

## **Baptist Mid-Missions' Global Ministry Center**

### **Position Description**



**Position:** Administrative Assistant

**Department:** Stewardship

**Supervisor:** Administrator for Stewardship Ministries

#### **Our Mission**

The Baptist Mid-Missions family exists to strategically advance the building of Christ's church, with His passion and for His glory, in vital partnership with Baptist churches worldwide.

The Administrative Assistant for Stewardship will serve under the Administrator for Stewardship Ministries and will assist all members of the department, including any additional members added to the ministry as needs deem appropriate.

#### **Profile**

A full-time position, the assistant will be asked to work at a variety of tasks and will need to develop and maintain a proficiency with BMM's Customer Relationship Manager (CRM) software, BMM's gift annuity management software, and Microsoft Office 365. Success will be enhanced by excellent organizational habits, good verbal and written communication skills, and the ability to connect with donors and potential donors. This will often require serving the eldest donors with grace, as you may help answer questions or provide information. A willingness to participate as a vibrant member of a team and to work with donors in BMM's Great Commission ministry is also essential. It is imperative that all Baptist Mid-Missions personnel agree with and wholeheartedly support the organization's Articles of Faith and policies as a Baptist and separatist by conviction. The Global Ministry Center conducts its affairs in a business environment that requires a neat and professional appearance.

#### **Training and Experience**

- Associate degree (or better) in business administration, administrative assistant, or office management
- Experience with financial management
- Experience with data management and reporting

#### **Responsibilities**

- Assist the administrator to implement a fundraising plan for Baptist Mid-Missions
- Utilize BMM's CRM software to assist other members of the department
- Handle calls and emails to the department
- Schedule and keep calendars for the Administrator and any Regional Representatives
- Generate reports from the CRM system for department members
- Draft reports and articles for publication
- Manage the charitable gift annuity program by drafting proposals, preparing agreements, managing the payments, and preparing year-end reports
- Create expense reports for member of the department

#### **Skills**

- Office 365 Suite Proficiencies: Word, Excel, Access, PowerPoint or similar package
- Communications: verbal & written
- Time management and organization skills
- Ability to multitask and eagerness to serve the Lord and others

For further information and an application for employment with Baptist Mid-Missions, contact Jennifer Fisher ■ [jfisher@bmm.org](mailto:jfisher@bmm.org) ■ 440-826-3930