

Dare 2 Share Ministries

Job Description: Assistant to the VP of Ministry Advancement

DIVISION/DEPARTMENT: Ministry Advancement

LOCATION: Denver (Wheat Ridge)

REPORTS TO: Vice President of MA

TYPE OF POSITION: Full-time Part-time Volunteer Contract

HOURS OF WORK: 40 hours/wk (non-exempt)

PAY RATE: \$17.00-\$19.00

TRAVEL: No

INTRODUCTORY PERIOD: 90 Days

THE MINISTRY ADVANCEMENT DIVISION'S PURPOSE

To activate leaders around the world through involvement with Dare 2 Share programs and resources in order to mobilize them for Gospel Advancing ministry so that they accelerate the global Gospel Advancing movement.

POSITION SUMMARY

The Assistant to the VP of Ministry Advancement is a critical member of Dare 2 Share Ministries (D2S), providing administrative support with a high level of professionalism to the Vice President of Ministry Advancement and the MA Division while contributing to the general organization of the Division. The Assistant reports to the VP of Ministry Advancement and is responsible for a variety of clerical duties and projects, which support the ongoing vision of mobilizing Gospel Advancing Leaders around the world.

In addition to being a self-starter with sharp attention to detail, this person must be dependable, hardworking, flexible, team player, teachable, demonstrate the ability to manage priorities, display a positive attitude, and model the ministry's core values.

TYPICAL DUTIES AND RESPONSIBILITIES:

Administrative Support to the VP of Ministry Advancement (40%)

- Daily and weekly check-ins with VP of Ministry Advancement.
- Provide administrative and calendaring support to the VP of Mobilization.
- A variety of secretarial and administrative responsibilities such as printing, scanning, typing, filing, data entry, expense reports, etc.

Divisional Project Support (30%)

- Assist in budget preparation and budget management throughout the CY/FY.
- Support various international projects and efforts with an emphasis on our Spanish-speaking efforts.
- Participate in cross-functional team meetings, as needed.

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- Provide additional support for various division specific projects (inventory SWAG, pull reports, LMS research & presentation, Touch Board research, etc.)
- Assist with any Divisional responsibilities related to D2S events, some examples include: Lead the Cause (LTC), D2S Live, trainings, webinars, etc.

General Administrative Support (30%)

- Attend all Ministry Advancement Division meetings taking notes and organizing action items.
- Organize file storage for Division utilizing Z: Drive, SharePoint, OneDrive, etc.
- Coordinate and provide support for all MA Division travel.
- Proactively provide high quality internal and external customer service on behalf of the MA Division.
- Implement fun and creative ways to visually display goals and progress towards goals.

COMPETENCIES REQUIRED

- Demonstrated organizational skills, including ability to work independently, determine appropriate priorities, and complete projects accurately and efficiently, despite competing deadlines.
- Demonstrated interpersonal skills to maintain a strict level of professionalism when interacting with a variety of people, including coworkers, Board members, Youth Leaders, partners, and the public.
- Proficient with Microsoft Office (including Word, Excel, PowerPoint and Outlook).
- Working knowledge of Sales Force and LMS platform.
- Bi-lingual: English & Spanish.
- General administrative skills including typing, operating office equipment, understanding of physical and electronic filing systems, ability to take accurate notes/minutes and similar.
- Excellent written and oral communication skills to be applied effectively both internally and externally.

KEY PERFORMANCE INDICATORS FOR THIS POSITION:

- Effectively track timelines and meet deadlines.
- Respond to correspondence in a professional and prompt manner.
- Perform at a high level of organizational excellence by proactively reporting, and demonstrating the ability to prioritize, providing additional capacity to the VP of Mobilization as well as other team members.

KEY OUTCOMES

- Gospel Advancing leaders on every continent, country, and community.
- Meet and exceed Dare 2 Share's revenue goals.

The applicant chosen for this position must fully concur with the Dare 2 Share Ministries (D2S) "Statement of Faith", must fully support the expressed purpose of D2S, must be prepared to exercise and model the core values expressed by the ministry, and must agree to abide in all respects with the D2S code of conduct for event participation.