



**Zeeland Christian School
334 W Central Ave, Zeeland, MI 49464**

Development Assistant

DESCRIPTION/QUALIFICATIONS

The Development Assistant position is a part-time Zeeland Christian School staff member who reports directly to the Director of Advancement. Salary is commensurate with experience and ability. This part-time role is 20 hours a week during the school year and 5-10 hours a week during the summer.

The Development Assistant must show a commitment to support and defend the biblical and theological basis for the Church as expressed in the Reformed Creedal Standards and the Contemporary Testimony. He/she must also be an active communicant member of a church whose teaching and preaching agree with the statement of beliefs of this school.

GOALS AND OBJECTIVES

The Development Assistant will:

- Reflect the mission of Love God, Love Kids, Love Learning
- Fully embrace the excitement and joy demonstrated inside the walls of ZCS each day
- Engage with donors, alumni, parents, students, visitors, and staff with a welcoming and warm presence
- Be a passionate member of a collaborative team
- Be willing to learn and find solutions
- Welcome assigned jobs from the Dir. of Advancement

RESPONSIBILITIES

- **Assist in the care of ZCS donors, alumni, and families**
- Be the gatekeeper for the ZCS donor, alumni, and enrollment database
- Correct inaccurate data and refine current SOP's for data entry
- Accurately enter and receipt donations within the specified timeframe
- Assist in the acknowledgment and recognition of donations
- Along with the Dir. of Advancement develop and implement ZCS Stewardship Plan
- Assign additional acknowledgment and follow-up tasks for the purpose of stewardship
- Assist in the development of the ZCS Alumni Network
- Opportunities to assist in event planning

REQUIRED SKILLS

- Thorough attention to detail
- Highly organized
- Proficient with Mac computer
- Proficient with Google Docs and Google Calendars
- Proficient in Microsoft office products
- Have the ability to problem-solve independently and in teams
- Ability to take direction and work in a team
- ***Ability to properly handle and interact with confidential information***