

DONOR MINISTRIES ADMINISTRATIVE ASSISTANT

ABOUT PULSE

Launched in 2006 by Nick Hall, Pulse is a leading global evangelistic ministry on mission to reach the lost and unleash young evangelists. Living at the intersection of live events and digital efforts, Pulse exists to bring the message of Jesus to the pulse of a generation by all means possible, through the ministry of Nick Hall and a team of emerging evangelists.

POSITION OVERVIEW

The Donor Ministries Administrative Assistant will support the mission of Pulse and the Donor Ministries team by handling a variety of administrative functions including maintaining the donor database, record keeping, processing donations, preparing mailings, and more. This position will also enhance the effectiveness of the Donor Ministries team by providing information and management support in addition to representing the team to others internally and externally.

CORE COMPETENCIES

- Excellent organizational and planning skills with the ability to manage multiple projects simultaneously.
- Technical aptitude for donor management software, Microsoft Office, Mac programs, and multi-media software.
- Strong written and verbal communication skills with the ability to relate well with a variety of constituents.
- Team player with the ability to work collaboratively and strategize with other departments.
- Work independently with little supervision and in a team environment.
- Professional demeanor and approach, reflecting the level of professionalism necessary for representing Pulse with team members, volunteers, and our donors.

ESSENTIAL RESPONSIBILITIES

- Update and maintain accurate and timely records of donor and donation information into applicable system(s).
- Administratively support the Donor Ministries team, prioritizing competing demands, applying sound judgment, and calmly juggling multiple projects and logistics.
- Book and manage all travel arrangements for the Donor Ministries team as needed, excluding VP, Donor Ministries.
- Open and distribute mail, including depositing all checks that are received in the mail and processing all donations (via cash, check, credit card, stock, etc.) into Salesforce.

ADDITIONAL RESPONSIBILITIES

- Personal and team development opportunities presented by Pulse leadership.
- Assisting and performing all other duties as assigned.
- Traveling may be required.

PULSE ESSENTIAL CHARACTERISTICS

- Servant heart and attitude, ready to help wherever and whenever needed. No task is too small.
- A model of Christian integrity, diligence in work, and persistence in pursuing and exceeding objectives.
- Professional demeanor, approach, appearance and behavior consistent with the standards contained in Pulse manuals (i.e. Employee Manual, Financial Management Policy, etc.).
- Follow all policies and procedures outlined in the Pulse employee manual.

THE PEOPLE AT PULSE...

- Follow Jesus, live faith-forward, and are in agreement with the Pulse mission, [Statement of Faith, and Core Values](#).
- Are passionate about evangelism and make it relevant to all.
- Pursue and exceed objectives, going for excellence, not easy.
- Model Christian integrity and are hard workers with grit.
- Show agility by adapting and reassessing new situations quickly.
- Are good stewards of our resources, maximizing our time, talent, possessions, and wealth.
- Prioritize the diversity of “every tribe, tongue, and nation” (Revelation 7:9) on our team.

Other Details

Status Regular, Full-time, Exempt

Reports to Sr Director, Donor Ministries

Department Donor Ministries

Updated November 2023