

Employment Opportunity

Development First Assistant

Insight for Living Canada – Abbotsford BC

General Description

The Development department of Insight for Living Canada (IFLC) is responsible for fundraising and constituent care. The development first assistant works directly with the development team as well as ministry constituents to ensure strategies meet our stringent standard of excellence.

Key Responsibilities

- Answering incoming calls taking phone donations, taking phone orders, taking prayer requests, and giving information
- Performing outbound calling campaigns (e.g. New Friends, First Gift)
- Preparing, signing, and sending New Friends welcome packages
- Writing and sending notecards as needed (e.g. Second Gift, Gratitude, Historic Donor)
- Monitoring main emails (info@insightforliving.ca and orders@insightforliving.ca) and dealing with messages as needed
- Correcting constituent orders as needed
- Correcting constituent information and solving problems as needed
- Assist with and log Facebook Prayer Group interactions and prayer requests
- Assist with and track Foundations applications and communications
- Other duties as assigned

Requirements

- Positive attitude and excellent interpersonal skills with all ages and personalities
- Good aptitude for learning new technology and computer programs
- Advanced knowledge of Microsoft Office
- Excellent verbal, written, and phone communication skills
- Comfortable praying over the phone with constituents
- Able to work well as a team player in a team environment
- Excellent time-management skills
- Able to work independently with minimal supervision
- Organized and detail oriented

Accountability: The development assistant is accountable to the development manager. It is crucial to understand and support the mission and core values of IFLC.

Remuneration: Insight for Living Canada offers a competitive salary and benefits package

Mission: Excellence in the Communication of Biblical Truth and its Application

Core Values

Character in ourselves

Honour for others

Accountability for our motives and actions

Grace in our relationships

Excellence in our pursuits

Glory to our God

Joy in our atmosphere

To apply please submit a cover letter and resume to info@insightforliving.ca.

We thank all applicants, however, only those selected for interviews will be contacted.