Position: Development Assistant
Type: Full-time, 45 hours per week; occasional evening/weekend events and travel
Salary: $50,000 - $70,000
Permanent/Temporary: Permanent
Job Location: Boise, ID

About Idaho Family Policy Center
Idaho Family Policy Center is a 501(c)(3) non-profit ministry that advances the lordship of Christ in the public square through engaging the church, promoting God-honoring public policy, and training statesmen.

Development Assistant
Under the supervision of the Chief-of-Staff, and in coordination with the Advancement Director, the Events Coordinator, and other team members, the Development Assistant provides operational, logistical, and administrative support for organizational fundraising efforts. Since the Development Assistant will be in close contact with IFPC ministry partners (donors), vendors, staff, and allies, he or she should be personable, outgoing, and possess good written and communication skills. Additionally, this individual must demonstrate sound judgment when interacting and interfacing with IFPC's partners and constituents.

Responsibilities:

- Advancement Support (50%)
    - Maintain confidentiality and log detailed notes in CRM when engaging with IFPC partner base
    - Analyze wealth management reports and track changes within current and prospective donor profiles
    - Research donors and major donor prospects through internet searches, analyze giving history, and report outcomes to the Advancement Director
    - Assist with scheduling meetings for the Advancement Director and other fundraising roles
    - Research like-minded businesses to generate event sponsorship leads and conduct sponsorship outreach as directed
    - Ensure that the donation follow-up procedure is followed when it comes to thank you notes and donor receipts
    - Assist the Advancement Director with engaging donors and building relationships, predominantly over the phone
    - Make phone calls to ministry partners and ministry friends about organizational programs, initiatives, and upcoming events

- Donor and Constituent Relations (50%)
    - Develop and reach goals for donor outreach to follow-up and cultivate relationships
    - Manage a portfolio/caseload of prospects and small-dollar donors
    - Process and catalog donor gifts within CRM platform
    - Assist in maintaining the CRM Platform
    - Assist with the logistics of fundraising campaign mailers
    - Print and mail donation receipts and thank you cards

To apply, please submit your cover letter and resume to info@idahofamily.org.

Your cover letter should indicate that you are a mature Evangelical Christian, involved with a local church, and agree with the IFPC mission, statement of faith, and key issue positions.