



**Position Posting:** Advancement Administrative Assistant  
**Location:** Approved Remote Location  
**Type of Role:** Part-time 20-25 hours/week; Hourly/non-exempt  
**Date:** January 2024

**About TEAM:** TEAM - The Evangelical Alliance Mission is a global Christian ministry organization founded in 1890 that partners with churches to equip and send global workers who make disciples of Jesus Christ among the nations. TEAM is both an equal opportunity employer and a faith-based religious organization. For this reason, TEAM hires only candidates who wholeheartedly and without reservation agree with and live according to [TEAM's Statement of Faith](#). TEAM staff thoroughly embrace the [purpose, vision, beliefs, and values of TEAM](#).

**About the Role:** The Advancement Administrative Assistant will provide administrative support to the Executive Director of Advancement as well as foundation/grant proposal support to the Director of Advancement ensuring that administrative processes which support fundraising efforts run efficiently.

**Key Responsibilities include but are not limited to:**

- Oversee the Advancement Team calendar, planning and scheduling regular team meetings
- Partner with the Executive Director of Advancement (EDA) to effectively engage high-capacity givers in scheduling face-to-face meetings with follow-up, using a high level of professionalism and discernment
- Transcribe and input EDA's donor visit notes into Salesforce
- Assist in managing the donor cycle for the EDA's portfolio
- Oversee TEAM travel arrangements for in person meetings and general travel for the EDA
- Assisting in stewardship efforts: strategizing, implementing, and managing an annual calendar of events, in conjunction with gift officers
- Oversee logistics for all advancement/development events, including some travel to host
- Perform analysis to make connections between grantor focus and TEAM strategic priorities to provide support to grant research and proposal development

**Qualifications of the Role:**

- Spiritually mature with a growing relationship with Jesus Christ
- Have a heart for global missions and a familiarity with the world of missions
- Minimum of two years of post-high school training; bachelor's degree in related field preferred
- At least 2 years of experience in an administrative role
- Be a self-starter who identifies and pursues opportunities to serve the Advancement team
- Able to work under the supervision and guidance of others yet comfortable making independent decisions in the pursuit of agreed-upon objectives
- Self-motivated, organized, and detail-oriented; able to manage one's time and work tasks efficiently
- Analytical capability along with solid proofing skills
- Flexible, able to calmly manage changes in plans or expectations
- Demonstrate communication skills and technological proficiency to
  - effectively manage a heavy email load

- communicate through email and video conferencing
- navigate Microsoft Teams and be able to manage departmental documents on that medium
- leverage previous customer relationship management (CRM) experience, preferably with Salesforce or be willing to learn
- keep accurate records of inquiries, meetings, etc.
- master new computer software as needed
- Capacity for handling sensitive personal information discreetly
- Experience working in a team setting with others; have a positive attitude and be willing to serve in a support role as a valuable team member

**Disclaimer:** The information in this document indicates the general nature and level of work to be performed. It is not designed to contain or be interpreted as totally comprehensive of every job duty, responsibility, or qualification required by an employee assigned to this position. An employee may be required to perform other assignments not listed here.

Employment applications are available online at <https://team.org/about-us/staff-opportunities>.  
Inquiries may be made to:

**TEAM - The Evangelical Alliance Mission** | P.O. Box 969, Wheaton, IL 60187-0969  
Human Resources | [Human.Resources@TEAM.org](mailto:Human.Resources@TEAM.org)