



Campaign Management Assistant Job Description

Description/Purpose

The Campaign Management Assistant serves as primary support for the Campaign Management Department on behalf of the Crisis Pregnancy Center of Tidewater (CPC). This individual will work with the Director of Campaign Management as well as department heads, staff, vendors, and volunteers to plan and execute CPC's fundraising campaigns to help fulfill CPC's mission to save lives, spare hearts, and spread the gospel of Jesus Christ in South Hampton Roads. They will report to the Director of Campaign Management.

Responsibilities

The successful candidate will:

- Uphold CPC's policies and procedures
- Support the religious mission of CPC and encourage the spiritual growth of staff and clients
- Reinforce the humanity of the unborn child with patients, their guests, staff, and others
- Be able to share the gospel with patients and supporters and pray with them as appropriate
- Lead staff (or participate) in shared prayer and devotions as opportunities arise
- Contribute to overall team efforts by setting appropriate deadlines and ensuring effective communication
- Work with vendors, service providers, and/or volunteers as needed
- Prepare, distribute, collect, and count LIFEchange baby bottles, and provide support as needed during the LIFEchange campaign
- Assemble and distribute literature for LIFEday/Sanctity of Human Life campaigns
- Provide support in the planning and execution of all details surrounding Walk for LIFE, the Annual Benefit Banquet, Volunteer Appreciation Event, and other events as assigned
- Assist in logistics and execution of the Year-End Campaign
- Work with other CPC staff to deliver event-related details and deliverables in a timely manner
- Document and keep detailed records of each step/task in the event planning process in the appropriate project management system
- Perform other duties as assigned, dependent on organizational needs and employee skills

Qualifications

Spiritual/Personal

The successful candidate will:

- Have a personal, vital, and growing relationship with Jesus Christ and be able to share the gospel
- Be an active and committed part of a local, gospel-preaching church
- Be in complete agreement with CPC's Mission, Statement of Principle, and Statement of Faith

- Be dependable, stable, and capable of committing to this position's responsibilities and duties
- Express a desire to be a part of reaching at-risk patients considering abortion
- Believe in the sanctity of all human life from the moment of conception through natural death
- Exhibit strong interpersonal, spiritual, and administrative skills, take initiative, and be flexible
- Be self-motivated and well-ordered in their personal life
- Have a warm, gentle, and hospitable spirit for the family of CPC
- Embrace CPC's values and the behaviors that support those values

Professional

The successful candidate will:

- Demonstrate a willingness and capacity to learn new tasks
- Demonstrate initiative as a "self-starter" and ownership of known tasks
- Exhibit strong written and oral communication skills
- Demonstrate the ability to manage multiple projects, priorities, and deadlines simultaneously
- Thrive and be flexible in a fast-paced, changing, and challenging environment
- Be detail-oriented, particularly regarding event planning and execution
- Possess a genuine desire to meet the needs of others
- Be self-organized, efficient, and capable of follow-up
- Function as a team player, cheerfully coordinating among leaders and workers in multiple departments
- Possess both working knowledge and real-world experience in planning, managing, and executing large-scale events (preferred)
- Be proficient in Microsoft Office Products, especially in Microsoft Word and Excel

Education/Experience

The successful candidate will:

- Possess at least a BS/BA (or equivalent experience)
- Have prior logistics or event-planning experience (preferred)

Schedule

The Campaign Management Assistant position may be either part-time or full-time depending on the needs of CPC and the availability/performance of the successful candidate. In addition, the position may be approved for remote working opportunities contingent upon the demonstrated responsibility of the employee and the needs of the ministry. The Campaign Management Assistant will be expected to be available during normal office hours each weekday, but some nights and weekends may be required. Known nights/weekends that may be required of this position include:

- Pre Walk for LIFE events (2-3 weeknights; February-March timeframe)

- Walk for LIFE events (3-4 Saturday mornings; March-May timeframe)
- President's Club event (1 weeknight; June timeframe)
- Justice Club event (1 Saturday morning/afternoon; June timeframe)
- Volunteer Appreciation event (1 Saturday morning; August-September timeframe)
- Annual Benefit Banquet (1-2 weeknights; October-November timeframe)

Compensation and Review

Compensation consists of a competitive salary dependent on the qualifications and experience of the successful candidate. Benefits may include:

- Health insurance
- Dental insurance
- Various Aflac plans
- Paid time off (holiday, vacation, and sick leave)
- 403(b) Retirement Plan

On an annual basis, the Campaign Management Assistant may be given a formal performance review by the Director of Campaign Management.

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