



3700 Galley Rd. Colorado Springs, CO 80909 www.elifenetwork.com

Life Network exists to cultivate a community that values life through the love of Christ

ADVANCEMENT ASSISTANT

This position will work under the direction of the Director of Advancement and Operations. The ideal candidate will have an outgoing, engaging personality and be comfortable building relationships while sharing ministry partner opportunities. In cooperation with the Director of Advancement, this position will be responsible for the maintenance and growth of ministry partner relationships. This position will also assist the Event Coordinator with the organization and execution of special events and fundraising, specifically on acquiring and managing volunteers. This position is part-time at 20-24 hours per week.

RESPONSIBILITIES

- Engage and grow monthly Partners for Life program
- Continue to build relationships and grow the Corporate Sponsor program
- Oversee Life Ambassador program – volunteers who represent Life Network to their churches
- Oversee Baby Bottle Campaign by maintaining existing church relationships, as well as developing new church relationships
- Assist Event Coordinator with the organization and implementation of fundraising events
- Acquire, train and manage volunteers to assist with special events
- Oversee on-site volunteer community work groups
- Assist with mailings as needed
- Attend team meetings, maintain the Advancement team calendar and flow of tasks
- Participation by all staff is required at Life Network's major events

QUALIFICATIONS:

- Strong advocate for sanctity of life issues
- Possesses Christian testimony with evidence of Christian maturity in personal and professional life
- Active commitment in a local church
- A passion for the ministry accomplished through Life Network and a heart for reaching the lost of our community/world with the Gospel
- A combination of college education and/or professional experience in a related field
- Demonstrates excellence in interpersonal, oral and written communication skills
- Confidence with telephone and in-person communication
- Comfortable soliciting resources by phone and in person for fundraising events
- Self-motivated and exhibits outstanding organizational and multi-tasking skills
- Able to balance multiple, time-sensitive tasks
- Willing to use personal vehicle that meets Colorado vehicle safety standards, as well as maintain a valid CO driver's license, car registration, and car insurance to meet travel requirements of the job
- Able to occasionally lift 20-30 lbs. of presentation materials

CONTACT INFORMATION

Please send cover letter, resume and completed application (found at www.elifetwork.com) to Luz Davidson, Operations Manager, HR@elifetwork.com or Life Network, 3700 Galley Rd., Colorado Springs, CO 80909