

MARKETING & BUSINESS DEVELOPMENT ASSISTANT

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JOB DESCRIPTION

Every organization has a story. And our story is not about what we do, it is about the transformation that happens through the churches and ministries we serve. At CDF Capital we have a singular mission and vision - Help Churches Grow. And that permeates through all we do as an organization, because when a church has the right balance of Financial, Leadership, and Spiritual Capital, it will grow. We call that balance Transformation Capital.

Our team's job is to tell the transformational stories of our investors and our churches, any which way we can. BUT, do it in a way that motivates people to join that story. Your role will be to learn marketing and business development, and support our activities, and keep us in line. Full disclosure, this will not be an easy gig, but it will be an awesome one. We need you to focus on supporting the marketing team and executing on every-day marketing tasks.

What you will do:

- Handle special projects;
- Help get stuff ordered and vendors paid;
- Work with our Benevolence fund to process requests and reports;
- Help our Foundation get their content out;
- Organize the department calendar and schedules;
- Support the Executive Director and Business Development;
- Assist as needed with social media, content and email building;
- Assist with the plethora of things not mentioned here.

You are good at:

- Communicating over phone, email and even in person;
- Using technology to do things
- Especially Microsoft Excel;
- Making lists;
- Checking things off the lists you make;
- Writing & editing copy;
- Helping others while learning.

Extra awesome:

- Don't mind a bit of travel;
- Have a creative bent and can use Photoshop;
- Have experience with WordPress and/or HTML;

More details:

- Location: Irvine, CA;
- Reports To: Executive Director of Marketing & Business Development;
- FLSA: Non-Exempt
- Travel: Some (conferences, events, etc.)
- Salary Range: DOE
- Benefits: Choice of family medical plans through Aetna, Dental, Vision, STD, LTD, FSAs, Life Insurance, 403(b) or 401(k) Plans;
- Vacation: Accrued after 90 days of service. Based on length of service and years of industry experience.

Key qualifications:

- A living, vital faith in Jesus Christ;
- Strong organizational skills;
- Excellent interpersonal skills;
- Using technology to get things done;
- A passion for helping people and churches grow.

Working Conditions

This position requires prolonged sitting, standing, walking reaching, twisting, turning, bending, and stooping in the performance of daily office activities. It also requires grasping, repetitive hand movements and fine coordination in providing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Hearing is required when communicating by phone and/or in person. The need to lift, drag, and push files, paper and documents weighing up to 25 pounds is also required.

General Information

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

To learn more about CDF Capital, please visit www.cdfcapital.org.

