

JOB DESCRIPTION



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MARKETING ADMIN ASSISTANT

Position Details

- Reports to: Executive Director of Marketing and Business Development
- Department: Marketing
- Location: Irvine, CA
- Classification: Full-time
- FLSA: Exempt

Summary

We have one purpose here at CDF Capital – to Help Churches Grow. While not always an easy task to market, the part we love is that we get to do so in a variety of ways.

This is an excellent opportunity for someone to work with and support the Executive Director in the areas of partnerships, relationship management, project management, reporting, and in final reviewing of work product.

We are seeking someone with a proven track record in project management and execution in a marketing or sales support related environment, ideally in an organization that does what we do (investments and loans) or serves who we serve (investors and church leaders).

This is not an easy role, but it is a great one. You will be tasked to make sure that we do what we say we are going to do, when we say we are going to. At the end of the day though, you will go home knowing your work is on the forefront of influencing people and churches to grow the Kingdom.

Essential Functions

- Project Management
- Edit email and letter correspondence, communications, email blasts, presentations and other documents.
- CRM & relationship management and follow-up
- Conducts research, collects, and analyzes data to prepare reports and documents
- Monitors, responds to, and distributes incoming communications via e-mail, VM
- Answers and manages incoming calls.
- Interacts with external clients/vendors/Executives to schedule appointments as directed by the Executive Director
- Other duties as assigned.

Key Qualifications

- A living, vital faith in Jesus Christ.
- 2+ years of experience as an assistant supporting a department or executive.
- Four-year college degree with an emphasis in business studies, communications or similar major, or equivalent combination of education and experience.
- Previous experience in non-profit and/or banking industry preferred.
- Confidentiality with discretion and diplomacy required.
- Action and team oriented.
- Strong organizational and planning skills.
- Capable of establishing and maintaining rapport with entire staff.
- Excellent oral and written communication skills.
- Strong attention to detail.
- Dictation or transcription experience.
- Proficient computer skills with in-depth knowledge of Microsoft Office Suite, to include Word, Excel, Visio, and PowerPoint.
- Up to 20% travel may be required

General Information

Benefits

CDF Capital provides a generous benefits package that includes paid time off, health, dental, vision, and a 403(b) retirement program.

Working Conditions

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of the position. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions.

The employee must sit for prolonged periods, and stand, walk reach, twist, turn, bend, and stoop in the performance of daily office activities. The employee must be able to grasp, use repetitive hand movements and fine coordination to use a computer keyboard. The position also requires the employee to use near vision in reading correspondence, 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.

Disclaimer

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.

About CDF Capital

Helping Churches Grow Since 1953

We believe that every person is on a spiritual journey of transformation, and the best place for that journey to happen is in God's Church. Church growth, however, is about more than just attendance – it is about discipling spiritually maturing believers, creating a culture of healthy leadership, and exercising sound financial stewardship. When we partner with the Lord and with churches to generate Spiritual, Leadership, and Financial Capital, the results are transformational. We call this Transformational Capital.

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