

Position Posting – Administrative Assistant - Development Operations

The Christian Church Foundation, Inc. (Foundation) is currently seeking candidates for the position of Administrative Assistant - Development Operations to provide highly organized and detail-oriented support to our development officers. The Foundation serves the mission of the Christian Church (Disciples of Christ) by stewarding charitable gifts, endowments, and long-term assets that support congregations, ministry partners, and church-related organizations.

The Administrative Assistant - Development Operations reports to the VP of Human Resources and Operations. In all Foundation activities, the Administrative Assistant - Development Operations will ensure donor records, communications, agreements, stewardship activities, and operational processes are completed accurately, professionally, and on time.

If you enjoy coordinating complex administrative processes, maintaining accurate records, supporting donor relationships, and helping a mission-driven organization thrive, we encourage you to apply.

What You Will Do

As the Administrative Assistant - Development Operations, you will provide administrative, database, documentation, and operational support for the Foundation's planned giving and investment ministry, striving to delight our donors and investors with exceptional care and service.

Key responsibilities include, but are not limited to:

Development Operations and Administrative Support

- Process incoming mail and distribute correspondence appropriately
- Prepare donor correspondence, meeting materials, reports, and development communications
- Support development staff with projects, donor outreach, and stewardship activities
- Serve as a primary point of contact for incoming calls from donors and partners
- Assist with recurring projects, reporting, and workflow management

Donor Database Management

- Maintain and update donor and partner ministry records in Raiser's Edge or similar management systems
- Run reports, queries, and mailing lists to support development activities and donor and ministry partner communication
- Help maintain accurate donor, prospect, and engagement information
- Support data integrity and consistency across development records

Donor Relations and Event Support

- Coordinate, with Communications, donor communication initiatives, including holiday cards, appreciation mailings, and stewardship projects
- Assist with invitations, RSVP tracking, event materials, and follow-up communications
- Support development-related events and donor engagement activities

What We Are Looking For

Required Qualifications

- Bachelor's degree or an equivalent combination of education and related experience
- Minimum of five years of experience in administrative support, development operations, donor services, nonprofit administration, legal/document coordination, executive support, or a related field
- Experience preparing and managing documents requiring high accuracy
- Organizational and project management skills
- Excellent written and verbal communication abilities, including strong proofreading skills
- Proficiency with Microsoft Office, including Word, Excel, Outlook, and Teams
- Ability to manage multiple priorities and deadlines effectively
- Commitment to maintaining confidentiality and managing sensitive information with discretion
- Strong customer service skills and a collaborative approach to teamwork

Preferred Qualifications

- Experience with Raiser's Edge, OnBase, or similar donor database/document management systems
- Experience in a nonprofit, foundation, church, ministry, or fundraising environment
- Background supporting donor agreements, donor records, stewardship communications, or fundraising operations
- Experience coordinating mailings, events, inventory, or shipping logistics

Why Join the Foundation Team?

At the Foundation, you will play a meaningful role in supporting donors and ministries that impact lives and communities. We offer the opportunity to work alongside dedicated professionals in a collaborative, mission-focused environment where accuracy, service, stewardship, and integrity matter.

Apply Today

Ready to make an impact behind the scenes of meaningful donor relationships and mission-driven work? Please submit the following materials:

- **Resume**
- **Cover Letter**
- **Salary Range - \$50,000 - \$60,000**

Email your application materials to employment@ccf.disciples.org with the subject line:
Administrative Assistant - Development Operations Application

The Foundation offers our employees a competitive salary and excellent benefits including ongoing professional development, company paid health/dental/vision insurance, pension, and paid parking. The Administrative Assistant - Development Operations role is a full-time, non-exempt position based in Indianapolis with eligibility for a hybrid work schedule.

Join us in supporting generosity, stewardship, and ministry through excellence in development operations.

Applications will be reviewed as they are received until the position is filled.

The Christian Church Foundation is an Equal Opportunity Employer and is committed to employment practices consistent with applicable law.