



JOB TITLE:	Mission Advancement Team Assistant
EFFECTIVE DATE:	January 1, 2025
FLSA CLASSIFICATION:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt / <input type="checkbox"/> FT <input checked="" type="checkbox"/> PT / <input type="checkbox"/> Salary <input checked="" type="checkbox"/> Hourly
REPORTS TO:	Mission Advancement & Events Manager
DEPARTMENT:	Mission Advancement

SUMMARY:

The ACTS Apostolate encompasses ACTS Missions (ACTSM), ACTS Missions Chapters, and ACTS Cores. The apostolate partners with Catholic parishes in building vibrant, active communities through ACTS Retreats and ongoing parish support. The bilingual Mission Advancement (MA) Team Assistant’s primary duties include supporting the efforts of the MA Team by facilitating communication (phone calls, emails and visitors) regarding fundraising and events. The MA Team Assistant is a servant leader dedicated to the mission of the apostolate.

Responsibilities:

Assistant to the MA & Events Manager

- Oversee the manager’s daily schedule, monthly activities and conference calls
- Prioritize and prepare for upcoming meetings including preparing reports, taking minutes, and finalizing meeting details
- Manage travel expense process

Donor Management

- Process donations and maintain accurate records in Givebutter
- Generate timely acknowledgment letters and coordinate personalized thank-you notes
- Update donor information as needed
- Ensure compliance with donor communication preferences

Fundraising Platform

- Ensure data integrity and perform monthly reconciliations with accounting systems
- Create and manage fundraising campaigns in Givebutter
- Generate reports and analyze donor data to support strategic decision-making

Event Support

- Assist in planning and executing fundraising events, tours, and presentations
- Coordinate logistics, including reservations, travel arrangements, and material preparation

- All other duties the Supervisor may deem a necessary job responsibility, e.g. short-term special projects



Required Minimum Qualifications:

- High school diploma; college degree preferred
- Must possess excellent organizational skills; strong attention to detail; ability and flexibility to handle new tasks and shifting deadlines; and effective multi-tasking abilities
- Expert proficiency with verbal and written communication in English and Spanish
- Must have excellent editing, proofreading, grammar, spelling, and outstanding communication skills, orally and in writing
- Ability to handle high-volume workload is essential
- Excellent communication and interpersonal skills
- Expert facility with technology including, but not limited to desktop/laptop familiarity, Office 365, virtual communication (phone, online video conferencing, email)
- Experience as an ACTS Retreatant and Team Member; additional experience serving as an ACTS Director, parish ACTS Core member, and/or a member of an ACTSM Chapter preferred; or willingness to attend an ACTS Retreat within first six months of employment
- Ability to work effectively in teams
- Knowledge of Catholic teachings and hierarchy

Working Conditions:

- General Office work environment
- Ability to work evenings and/or weekends
- Ability to lift, push and pull 30 lbs. alone and 50 lbs. with help
- Valid Texas Class C driver's license and insurable

Additional Information:

- Office hours are 8:30 AM – 5:30 PM, Monday-Friday; additionally, there may be occasion to travel and/or participate in evening and weekend activities as needed
 - Flexible 4-hour increments Monday-Friday during office hours
- Position is office-based
- Position is contingent upon Background Check and required job requirements

INTERESTED APPLICANTS:

- Please submit an introduction letter and resume to employment@actsmissions.org
- Position open until filled

The above information is intended to describe the general nature and level of work being performed by employees within this classification. It is not intended to be construed as a comprehensive list of all duties, responsibilities and qualifications of employees so classified.