



Assistant Director

Job Description

Principal Functions:

The Assistant Director supports the Center Director in the general operations of the PRC including processing donations, fundraising and event planning, church relations and community involvement.

Reports To: Center Director, Chief Executive Officer (CEO)

Supervises: Volunteers within your areas of responsibility

Qualifications: Applicant should have the following qualifications:

1. Be a committed, mature Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Exhibit strong commitment and dedications to the Gospel and to the sanctity of human life.
3. Agree with and uphold the Mission and all corporate statements and policies of LAPRC.
4. A minimum of a high school education or GED is required. A Bachelor's Degree is preferred, preferably in a related field, or related experience equivalent in the field.
5. Experience in education, child development, or social service is preferred.
6. Exhibit strong skills in organization.
7. Make good critical decisions
8. Proficient use of computers and software to complete tasks.

Major Responsibilities:

Team Management

1. Assist in training and encouraging development volunteers
2. Support Director's leadership and maintain team unity
3. Provide accountability and oversight to development volunteer team when Director is not present

Donation Processing/Receipting (If no Administrative Assistant)

1. Enter donations in WayCool Donor Database
2. Take deposits to bank
3. File/organize records
4. Monthly and Yearly Donor Receipting and Thanking

Client Services

1. Answer phones and schedule appointments when needed

Development/Fundraising

1. Assist with organizing and preparing for the center's annual fundraising events

2. Assist with distributing and collecting baby bottles
3. Maintain current list of donor/volunteer email addresses
4. Assist with mailing appeal emails/letters
5. Occasionally speak publicly at churches or community events

General Responsibilities:

1. Help maintain clean and organized work spaces
2. Assist in the ordering/purchasing of needed office or development supplies
3. Participate in regular team meetings
4. Attend all quarterly staff meetings in Champaign

- The Center Director will evaluate the Assistant Director quarterly and annually through the use of the LAPRC performance form
- This Job Description may be changed at any time deemed necessary by the COO/CEO.
- Employment with LAPRC is at will and may be terminated at any time and for any reasons either by the employer or employee.