



At CrossPurpose, our mission is to abolish relational, economic and spiritual poverty through career and community development. We believe in being all-in, putting down deep roots in a community, and loving neighbors even when it costs us. We believe that diversity is not just beautiful, it is necessary. We believe in telling people the truth, even when it hurts. These are just some of our values, and we take them very seriously.

CrossPurpose is a faith-based organization, affiliated with Providence Bible Church, and we believe that the nonprofit organization, working in tandem with the local church, most fully reflects God's kingdom.

As an employee of CrossPurpose, you will be joining a Christian community on mission to abolish all forms of poverty in northeast Denver. If you are just interested in a job, this opportunity is not for you. If you are looking for a way to live out your purpose, we invite you to consider joining our team.

To learn more about who we are and what we do, check out [www.crosspurpose.org](http://www.crosspurpose.org).

### **Employee Title**

Executive Assistant

### **Direct Report**

Jason Janz, CEO

### **General Job Description**

The Executive Assistant is responsible for assisting the Development Department in managing all portfolio activities, managing a donor portfolio, donor communications, data analysis and report building, managing external partners and contract relationships, running events, and assisting with various fundraising and development campaigns and activities.

### **Specific Job Responsibilities**

- Meet with CEO bi-weekly to report on fundraising dashboard that encompasses the work of everyone on the Development Team.
- Plan, coordinate and oversee all fundraising events including cultivation events, site visits, fundraising events, and others as needed.
- Oversee a portfolio of donors, provided by CP, and steward them to greater giving.
- Regularly analyze data looking for trends, gaps, and areas where CP can grow. Propose solutions.
- Oversee the system of donor acknowledgement and receipting.
- Be the primary guru of Salesforce and train Development Team on its use.

- Issue reports as needed by members of the Development Team.
- Meet weekly with the team of fundraisers to help them manage their portfolios and execute their tasks.
- Serve as an assistant to the Major Gift Officer providing 6 hours per week of admin help.
- Assist the CEO with fundraising materials such as writing proposals and impact reports.
- Serve as the quarterback for the identification and assignment of the major and medium gift portfolio.
- Assist with creating marketing materials and stories of impact for fundraising.
- Assist with mailings to donors.
- Create agendas for weekly Development meetings
- Protect confidential information
- Manage expenses by submitting check requests and expense reports in a timely manner.
- Misc - other tasks as necessary

### **Qualifications and Skills**

- 3+ year's administrative experience
- Service-minded
- Resourceful and solution-oriented
- Mastery of word processing, spreadsheet, and database programs
- High level organizational skills
- Strong interpersonal, written, and oral communication skills; proven ability to communicate with diverse audiences
- Attention to detail, high quality standards, initiative and follow through
- Team player who is willing to help other staff team members when needed
- Must be able to work creatively within a budget and use innovation to find ways of more effectively managing resources
- Strong organizational skills
- Strong commitment to Christian faith

### **Compensation and Benefits**

**Compensation:** \$50,000

**Vacation:** 10 days + most national and Christian holidays + the week between Christmas and New Years

**Insurance:** 70% Health Insurance, 100% disability, 50% vision and dental

### **Interested?**

To apply, please send a resume and cover letter to [careers@crosspurpose.org](mailto:careers@crosspurpose.org).