



Position Description: Advancement Assistant*

Ministry Overview:

RREACH is a ministry that serves as an extension of the gifts and calling of Dr. Ramesh Richard. The ministry was founded to carry out his passion for worldwide proclamation of the Lord Jesus Christ and the ministry envisions changing the way One Billion Individuals think and hear about the Lord Jesus Christ.

Dr. Richard carries a strategic burden to strengthen pastoral leaders and evangelize opinion leaders of developing economies. By reaching the leaders of the world it is hoped that a multiplicative effect occurs so those that are ministered to will in turn affect the lives of many others for God's glory.

The mission of *RREACH* is accomplished through innovative and strategic ministry programs such as Media Outreach, the Global Proclamation Commission (Dallas Global Proclamation Academy (GPA), National GPAs, and the Global Proclamation Congress for Pastoral Trainers), international Pastors Conferences, evangelistic events, and the creation and distribution of training products.

RREACH is a highly efficient and cost effective ministry. It is made up of a small staff that is committed to the mission and vision of the organization as well as the ministry calling of Dr. Richard. Staff strives to maintain a high degree of ministry accomplishment, excellence in operations and adherence to principles of proper financial stewardship.

Position Overview:

The Advancement Assistant serves *RREACH* by helping ensure constituent related, as well as ministry and office operations are accomplished in an efficient and productive manner that exemplifies attention to detail and excellence. The Advancement Assistant works closely with the Advancement team as well as the VP of Operations to accomplish the objectives of the position. Special projects are also assigned. All tasks and duties are to be conducted in a professional manner that yields results and glorifies God at all times.

Position Objective:

The purpose of the Advancement Assistant position is to provide outstanding implementation, execution, support, and initiative in all Advancement and other ministry areas.

* This position description is a general statement of required major duties and responsibilities performed on a regular basis. It is not intended to be a comprehensive listing of all expected duties, as other tasks may be assigned.

Qualifications, Personal:

1. Born-again Christian that seeks an ever closer relationship with our Lord Jesus Christ
2. Reflects the characteristics of our Lord Jesus Christ in his/her life
3. Committed to and regularly participates with an evangelical body of believers
4. Exhibits characteristics of honesty, integrity, accountability and maturity
5. Maintains a teachable spirit
6. Strong and effective communication skills

Qualifications, Professional:

1. Committed to supporting the mission of *RREACH* and the ministry of Dr. Richard
2. Ability to maintain high standards of excellence in all professional duties
3. Routinely seeks excellence, quality, efficiency and results
4. Ability to work independently
5. Ability to work well with a team with a positive spirit
6. Ability to have a big picture comprehension with detail-oriented precision
7. Ability to plan, maintain priorities and anticipate needs
8. Ability to interact well with supervisory staff and others as needed
9. Ability to accomplish multiple tasks in a timely manner
10. Ability to operate under time and budgetary constraints
11. Ability to maintain confidentiality
12. Ability to self motivate
13. Undergraduate degree

Position Description:

The Advancement Assistant will handle Advancement and other tasks relating to all aspects of RREACH.

1. Supports the overall work of the Advancement department
 - a) As needed, answers and appropriately handles all in-coming telephone calls
 - b) As needed, greets all guests and assists them in their visit
 - c) At all times maintains a professional presence in the office
 - d) Is able to speak about the mission and programs of RREACH to guests
 - e) Assists with the implementation of all events
 - f) Database entry and database maintenance
 - g) Donation receipting
 - h) Assists with the development and mailing of materials
 - i) Represents the ministry at conferences and churches
 - j) Email and telephone calls to constituents
 - k) Oversees and implements Advancement lunches
 - l) Foundation research and grant writing
 - m) Volunteer recruitment and management
 - n) Writes verbiage for Advancement communications
 - o) Performs other tasks as assigned

2. Supports the Office of the President
 - a) Assists with correspondence, as needed
 - b) Handles lunch preparations with guests
 - c) Handles correspondence with DTS, including the President's Reports
 - d) Performs other duties as assigned
3. Supports the general office operations
 - a) Ensures the office is presentable to guests at all times
 - b) performs errands on behalf of the ministry as directed
 - c) attends and participates in ministry functions
 - d) Performs other duties as assigned
4. Performs ministry duties
 - a) Assists with the Dallas GPA
 - b) helps with the planning and implementation of meetings and events
 - c) Performs other duties as assigned

Decision Making:

The Advancement Assistant will support and implement all Advancement and other ministry projects as needed and directed by the VP of Operations.

Authority:

The Advancement Assistant does not oversee other staff.

Reporting Duties:

The Advancement Assistant reports to the VP of Operations.

Working Conditions:

Normal office working conditions.