



POSITION ANNOUNCEMENT

Align Life Ministries is a gospel-sharing, life-affirming ministry with client locations in Lancaster and Lebanon counties. For more information go to www.alignlifeministries.org.

EVENTS ADMINISTRATOR

Align Life Ministries in Lebanon, PA is seeking an individual with excellent organizational and interpersonal skills to organize and execute Align Life Ministries events, and oversee events-related records and data.

The successful candidate will have event planning experience, be detail-oriented, and be self-motivated and responsible.

This is a full-time hourly position with full-time benefits, to begin when the applicant is available.

All applicants must be in agreement with Align Life Ministries' Statement of Faith; Statement on the Sacredness of Human Life; Statement on Biblical Authority; and Statement on Marriage, Gender, and Sexuality.

If interested, send a resume and cover letter as soon as possible to: Align Life Ministries, P.O. Box 707, Lebanon, PA 17042-0707, Attn: Mary Anna Wingenroth 717.274.5128 x 307 or mwingenroth@alignlifeministries.org



Job Description
Align Life Ministries
EVENTS ADMINISTRATOR

Revised Oct 2021

Objectives of the Position: The Events Administrator contributes to the vision, then plans, executes and evaluates all aspects of Align Life Ministries events.

Reports to: Supporter Relations Director

Works collaboratively with: Executive Vice President, Vice President of Resources and Communications, Supporter Relations Director, Supporter Relations Associate, Business Manager, and Stewardship Assistant

Qualifications:

1. Be a committed Christian who demonstrates an active personal relationship with Jesus Christ as Savior and Lord
2. Exhibits a strong commitment and dedication to sharing the Gospel with others, the pro-life position, and stewarding sexuality with integrity
3. Ability to initiate, lead, participate in, and thrive within the ministry's culture of alignment with God, relational community, and discerning prayer
4. Have experience in fundraising and/or development
5. Be a relatable and articulate public speaker
6. Have familiarity with office equipment, including personal computers
7. Have familiarity with Microsoft Office, including Outlook, Word, and Excel
8. Have experience with general and financial office operations
9. Exhibit excellent organizational and interpersonal skills and attention to detail
10. Be self-motivated, dependable, responsible and able to carry out responsibilities in a collaborative environment

Clearances: The Events Administrator must provide successful completion of a Pennsylvania Criminal Background Check and Pennsylvania Child Abuse History Clearance prior to employment.

Duties:

1. Assist in developing an annual events plan, primarily including, but not limited to, major fundraising events.
2. Help to create corresponding budget for events (income and expenses). Track expenses and budget and alert supervisor to variances immediately.
3. Organize, oversee and execute all annual events.
 - a. Baby Bottle Boomerang

- b. Move for Life (including fundraising recruitment and retention campaign, volunteer training, and Life Champion Dinner)
 - c. Fundraising Dinners (including table hosts' recruitment and retention and dinner program administration)
 - d. The Extraordinary Give (Lancaster Community Foundation)
 - e. Pastors Breakfast and/or others as the Lord leads
4. Manage the solicitation, cultivation, and retention of event related donors and fundraisers as appropriate.
5. Recruit, engage, and coordinate the use of event related volunteers.
6. Evaluate, develop, and implement specific improvements and/or additions to events as deemed appropriate.
7. Manage Align Life Ministries commitments made to corporate donors, and event sponsors as per policy.
8. Develop and maintain records on progress toward financial goals associated with fundraising events. Submit agreed upon monthly report or information to the Executive Vice President.
9. Organize and maintain events related data for the purpose of analysis and planning.
10. Work with the VP of Resources and Communications to establish communications related to annual fundraising events including relevant print, electronic and verbal communication.
11. Lend support to any capital campaign efforts as directed by supervisor.
12. Lend support to any planned giving programs as directed by supervisor.
13. Contribute ideas, insights, thoughts, etc. to event team meetings.
14. Uphold the Statements on Ministry Purpose; Vision, Mission; Faith; Sacredness of Human Life; Biblical Authority; Marriage; Gender and Sexuality; The Gospel of the Kingdom of God document and Core Values; and uphold the policies and procedures of the ministry.
15. Maintain healthy staff relationships, participate in staff meetings and gatherings, and participate in fundraising and other ministry events per Employee Handbook.