



ASSOCIATE DIRECTOR OF DEVELOPMENT AND OPERATIONS

Do you have an eye for detail, creativity, love to work with people, have a servant heart, and want to be a part of a faith based non-profit committed to a Kingdom mindset?

Living Threads is looking to hire an **Associate Director of Development and Operations** to do just that. The Associate Director of Development and Operations has a critical role in building relationships with our partners, helping to secure ministry funding, and raise awareness of Living Threads. This key role is involved with communication/marketing strategies, fundraising/events, working closely with the Executive Director to provide support and to help provide a positive and Godly experience to those we serve.

How you would spend your time:

- Cultivate, develop, and nurture donor relationships.
- Help secure sustainable financial support.
- Maintain donor software.
- Develop marketing and public relations strategy.
- Special event planning and implementation.
- Spokesperson and representative for Living Threads as needed.
- Manage website content and social media presence.
- Communication through newsletters and other mailings.
- Oversee prayer team with monthly prayer updates.
- Work with our insurance, lease, and compliance with Federal and State laws.
- Provide support to the Executive Director

What characteristics/skills you need to be successful in this role:

- A strong and growing relationship deeply rooted in Jesus.
- Able to live into and affirm the Living Threads mission, statement of faith, and core values. (check it out on our website: www.livingthreadsministry.org/about-us/)
- Use your God-given abilities, knowledge, talent and passion to bring glory to the Lord through serving Him and others.
- Strong leadership skills but humble with a servant heart.
- Detail-oriented, accurate, organized.
- Relationships matter to you. Relationships with donors, staff, clients, and volunteers. You appreciate and engage in a team atmosphere.
- Excellent written and verbal communication skills.
- Strong Microsoft Office and database management skills.
- High comfort level working with donors and fundraising in a professional manner.
- Punctual and reliable work attendance.

- Flexible and adaptable to changing priorities, responds to interruptions and unexpected requests with a positive attitude.

Why you might want to work with us:

- We work hard and love the work we do knowing we are fulfilling God's call on the ministry. We serve those who are grieving the loss of a loved one along with providing for children in desperate need through our memory quilts. Everything we do is centered on our mission, beliefs, values and vision. The Living Threads staff and volunteers are committed, dedicated and loyal as we serve selflessly keeping our focus on our calling rather than worldly distractions.
- We are looking for the right person to join our dedicated team who will share our commitment to excellence and integrity displayed through a contagious faith. We are located within the City on a Hill building located in Zeeland. There is a Café located on-site which serves a variety of coffee's, baked goods, and lunches.
- This position has the potential for advancement.

How you will be compensated:

- This position is full time
- 3 weeks paid vacation
- HRA – Health Reimbursement Arrangement
- Professional development available.

Interested in pursuing this opportunity further?

- If interested in a more detailed job description or to submit a resume, please email jill@livingthreadsministry.org.
- When applying please include a resume and cover letter.
- In your cover letter specifically address how this role as our new Associate Director of Development & Operations is the right fit for you and incorporates your people and technical skills.