



Job Title: Development Administrative Specialist

Department: Development

Work Location: Fairlawn Office

Reports To: Director of Development

Status: Full-Time (32 – 40 hours)

Classification: Non-Exempt

Reaching Above Hopelessness and Brokenness Ministries, Inc.

RAHAB Ministries provides Christ-centered transformational services to those directly affected by sex trafficking in Northeast Ohio.

Job Summary

This position will provide administrative support to the Development Department as well as RAHAB's Administrative Office, including administrative support to the Director of Development, managing RAHAB's in-kind donations, and maintaining an efficient and hospitable office environment for staff and guests.

Essential Duties and ResponsibilitiesAdministrative Support to the Development Department

- Provide administrative support to the Director of Development, managing calendar, preparing materials for meetings, and other tasks as assigned.
- Ensure the donor database is accurate and up to date, updating donor information, reviewing and documenting entries, building and running reports, and reconciling information.
- Assemble reports and updates on the organization's fundraising efforts for the staff leadership and Board of Directors, utilizing CRM reports and gathering information from relevant staff members
- Coordinate the speaker calendar by receiving requests for speakers, scheduling speakers, preparing materials, representing RAHAB at exhibitor tables, and overseeing follow-up.
- Manage administrative tasks for large and small events, including booking venues and vendors, tracking attendee lists, task lists, timelines, and more.
- Assign and conduct donor calls as needed
- Support fundraising projects by working with vendors, ensuring the accuracy of all components, facilitating internal mailings, and meticulously documenting and reporting on results.

In-Kind Management

- Manage the in-kind donation space, including receiving donations at the office, accurate record-keeping, sorting and storing donations with volunteer assistance, and keeping the space clean and organized.
- Keep an accurate, systematized, and up-to-date record of upcoming needs for all program sites and coordinate with the Director of Development on fulfillment strategies.
- Manage the tracking and reporting of all in-kind donations across the organization.
- Report to relevant staff on inventory needs, fulfillment, and other updates.
- Submit donation requests to local businesses and document needs, requests, and results.



Administrative Support to the RAHAB Main Office

- Greet and assist all visitors.
- Manage emails, phone calls, and all mail for the main office.
- Organize and maintain all common spaces within the office, supplies, printers, and other general needs.
- Maintain a high level of hospitality at the RAHAB Office for guests, donors, volunteers, and staff

Minimum Qualifications

- A heartfelt desire to serve God by supporting the mission of RAHAB Ministries, its clients, and supporters
- Outstanding administrative, organizational, and time management skills
- Excellent hospitality and interpersonal skills
- Able to communicate well in person, over the phone, and in writing
- Extremely high attention to detail
- Self-motivated
- Able to work independently and collaboratively
- Ability to work fluently in Microsoft Office and a variety of software platforms
- Ability to work across multiple platforms to juggle the timelines and tasks of a variety of projects
- Must have a valid driver's license and abide by RAHAB's Driver Policy
- Must submit and pass a Federal Background check

Preferred Knowledge, Skills, and Abilities

- Prior experience in an administrative or similar functioning role
- Prior experience in ministry or nonprofit environments

Physical Demands and Work Environment

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, and copiers
- Ability to carry loads of donated goods up and down a flight of stairs
- Ability to sit or stand for long periods of time
- Light physical demands

Position Type and Expected Hours of Work

- Evening and weekend work may occasionally be required for events
- When not engaged in outside events, office hours are Monday – Thursday, 8:30am – 4:30pm, with ability to work remotely on Fridays

Travel

This position may require some driving and local travel.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship. [\[2\]](#)