



## **Our mission:**

Dismas Ministry is a national, Catholic nonprofit that provides pastoral outreach – free Bibles, prayer books, rosaries, and faith, prayer, Bible, social teaching study courses – to Catholic prisoners as well as to those of other faiths who request spiritual support. The mission also includes support to chaplains (Catholic and non-Catholic), regional Catholic prison ministries, families of the incarcerated, and the general Catholic community.

**Job Description:** Administrative Assistant (part-time)

## **Job Summary:**

**Overall Responsibilities:** Serve as a team player in Dismas Ministry's business operations to help support the mission. Working under the direct supervision of the Executive Director, an individual serving as the Administrative Assistant will positively represent the organization through everyday donor-centric communications, fundraising and stewardship activities.

The ideal candidate will be personable and responsible with the ability to grasp the Ministry's mission within the overall mission of the Catholic Church. This individual will help build relationships, foster a sense of team, and promote the mission and values of Dismas Ministry.

## **Specific Responsibilities:**

1. Maintain donor relationship management database, including updating donor records, compiling biographical information, data entry, and pulling reports/queries
2. Process incoming gifts and ensure that gifts are accurately recorded and donors have been acknowledged
3. Coordinate donor mailings, including direct mail appeals
4. Track pledges and monthly gifts to ensure on-time payment
5. Analyze donor giving patterns to increase donor retention, upgrading, and conversion rates
6. Assist with individual donor stewardship including acknowledgement letters, thank you cards, donor appreciation gifts, and other communications via phone and email
7. Provide clerical assistance in support of the Executive Director

## **Required Skills and Competencies:**

- Highly detail-oriented and organized; can work independently
- Experience with database management and excellent computer skills
- Excellent oral and written communications skills
- Demonstrated commitment to service and social justice

## **Compensation, Benefits, and Additional Information:**

- Part-time, 15-20 hours/per week
- Paid bi-weekly without benefits
- Flexible scheduling: mutually agreeable hours to be determined at time of job offer
- Location: Milwaukee, WI (Cardinal Stritch University campus)

To apply, please send an email to [dismas@dismasministry.org](mailto:dismas@dismasministry.org) to request a job application.

Deadline to apply: April 18, 2022