

**NYSUM**  
**Development Dept Asst.**  
**Job Description**  
**Full Time (20 hours per week)**

The purpose of this ministry position is to serve NYSUM and Department Directors and assist Development Director to ensure department effectiveness in meeting annual revenue goals and conducts ongoing procedures to cultivate relationships with donors.

**I. General Responsibilities**

1. Reports to and is accountable to the President
2. Create key relations to expand NYSUM's funding bases and ensure that the targeted budget of the organization is met.
3. Development and implement comprehensive marketing and public relations strategies.
4. New Guest: Meet & Greet, conducts debriefs, orientations, Front Desk – once a week
5. Excellent in communication skills
6. Responsible for database and record management.
7. Manage various administrative duties ie maintain and update database with new contacts
8. Post on all social media, Facebook, twitter, Instagram, and any new and old social media
9. Assemble media and donor kits for events and meetings
10. Updates NYSUM'S video promotions & promo info on flat screen TV's

**II. Outreach Leader**

1. Has the opportunity to lead and train hundreds of NYSUM teams and short term missionaries for "hands-on" inner city ministry in NYC but not limited to:
  - Open Air Street Meetings
  - Block Parties
  - City Festivals
  - Soup Kitchens
  - Food Truck Compassion Ministry
  - Late Night Homeless Outreaches
  - Inner City Church Meetings & so much more

**III. Priorities and Parameters**

1. Must have a valid driver's license
2. Able to drive a 15 passenger van for supply pick ups
3. Mature & Stable Christian with a heart to serve others
4. Hard worker that is energetic and passionate about ministry
5. Serves during Special Events and Emergencies when called upon
6. Serves in other areas of NYSUM'S ministry when needed and when assigned
7. Lives on the NYSUM Campus
8. 90 Day review after date of hire

**IV. Typical Schedule**

- A. Mon. – Fri. 8am – 4pm, 9am – 5pm, 10am – 6pm
- B. Alternate Week(s) Sometimes Split Shifts will be needed
- C. Tues. – Sat. 9am – 5pm or 8am – 5pm, 11am – 7pm
- D. Shifts are dependent upon the need of the ministry
- E. On selected times, lead ministry teams