



Miracle Camp & Retreat Center

Position: Executive Assistant

Reports to: Executive Director

Classification: Full-Time, Salaried, Non-Exempt

Overview:

The Bible states in 1 Peter 2:5-9 that all believers are a holy priesthood chosen for a purpose: to offer up spiritual sacrifices (also see Hebrews 13:15-16), and to proclaim the praises of Him who called us (also see 1 Peter 4:1-11; Isaiah 43:7). Accordingly, by both life (1 Peter 2:5; Titus 2:11-14; Ephesians 2:10) and by word (1 Peter 2:9; 3:15; Psalm 100:2-3), our purpose is to worship and serve God. We do this by offering ourselves as living sacrifices (also see Romans 12:1-2) to God through the work He has entrusted us to do because our bodies are the temple of the Holy Spirit (1 Corinthians 6:19-20).

Therefore, every professing Christian represents Jesus Christ and is a minister of the Gospel, regardless of occupation or job title. Scripture has made clear that everything we do matters to God (1 Samuel 12:24; John 17:4) and that He wants us to use our lives to minister to others and bring glory to Jesus. Whether cleaning cottages, repairing vehicles, cooking food, answering phones, working with guest groups or teaching Bible studies, all Christians are Christ's ministers. Romans 12 states that we, as Christ's body, are to use our God-given gifts/talents as one unified team, knowing that we are all gifted with diverse abilities, and we are to use them to minister to others wholeheartedly.

With that as the foundation of Miracle Camp and Retreat Center (MCRC), the Executive Assistant will work to ensure to give bandwidth to our Executive Director and Operations Director so that they can provide the highest quality experience for MCRC's guests.

Position Summary:

The Executive Assistant plays a critical support role in the organization's fundraising and development efforts. This individual will oversee and maintain the systems, processes, and administrative functions that drive all advancement and fundraising activities, while also

supporting guest services operations. The ideal candidate is highly organized, detail-oriented, and passionate about the mission of the organization.

Desired Profile:

- Be a professing Christian who demonstrates growth as a disciple of Jesus Christ, in part through consistent involvement in a local church and regular study of God's Word.
- Eager to embrace your God-designed role as a minister of the Gospel.
- Willing and able to represent Fellowship of Evangelical Churches (FEC) & MCRC
- Willing and able to participate in and/or lead a Bible study/devotional
- Eager to be equipped to share the Gospel with any guest who needs to know the truth of salvation.
- Eager to participate in required ministry equipping sessions.
- Agree with and sign MCRC's Ministry Expectations.
- Willingness to abide by the policies for MCRC's staff.
- Be a self-starter, professional, energetic, detailed, ambitious and committed to the growth and development of MCRC.
- Have experience in and a heart for Christian hospitality.
- Be flexible and aware that MCRC's scheduled activities may be interrupted due to the needs of our guests.
- Have a servant's heart with a desire to part of a team ministry.
- Be willing to work days, evenings, and weekends to meet the needs of the ministry organization and our guests.

Job Responsibilities

Advancement & Fundraising Systems:

- Maintain and manage the donor database (CRM), ensuring accurate and up-to-date records for all constituents, gifts, and pledges
- Oversee gift processing, acknowledgment letters, and donor receipts in a timely and accurate manner
- Generate reports, dashboards, and data pulls to support fundraising strategy and leadership decision-making
- Develop, document, and continuously improve advancement office processes and workflows
- Coordinate prospect research and maintain donor pipeline records
- Support grant tracking, reporting deadlines, and compliance documentation
- Assist with the planning and execution of fundraising campaigns, appeals, and events
- Coordinate logistics for donor visits, cultivation events, and stewardship activities

Executive Support:

- Provide high-level administrative support to the Executive Director, Chief Advancement Officer and/or advancement leadership team, manage calendars, schedule meetings, coordinate travel, and prepare briefing materials.
- Draft and proofread correspondence, proposals, presentations, and reports
- Serve as a liaison between the advancement team and internal/external stakeholders including the Board of Directors.
- Handle confidential information with discretion and professionalism

Guest Services:

- Assist with guest services processing, including inquiries, acknowledgments, contracts, and follow-up communications in tandem with the Operations Director
- Support a high-quality, welcoming experience for all guests and constituents
- Maintain accurate records of guest interactions and preferences
- Work with Operations Director to develop monthly revenue projections based on MCRC's cap software (CampBrain)
- Assist with hosting guest groups on-site.
- Filling in with camp activities in the case of an emergency
- Etc.

Time off is arranged by the Day Off app, where you schedule requests, vacation time and other sick time are recorded as used and allotted per the Employee Handbook. The camp "average" work week is hard to anticipate. But over the course of one year, you will average a 40-hour work week. Please communicate with your Direct Report regularly as to the progress on your job description as well as any challenges staying within the work time expectations. If you have special needs we should be aware of to help you succeed; please notify your Direct Report.

Other Requirements

Living – Housing on site (this position requires living on-site for the convenience of Miracle Camp and Retreat Center (MCRC). **Initial:** _____

- Work schedule - Varies according to need. Weekend work may be required at times.
- Must be able to lift up to 35lbs and occasionally 35-70lbs with assistance
- Must be able to push, bend, and twist
- Must be available to be contacted by cell in case of emergency

Qualifications: Background and Experience Required for This Position

Required:

- Associate's or Bachelor's degree in Business Administration, Communications, Nonprofit Management, or a related field (or equivalent experience)
- 2–4 years of experience in an administrative, advancement, or nonprofit fundraising environment

- Proficiency with donor management/CRM software (e.g., Raiser's Edge, Salesforce, Bloomerang, or similar)
- Strong written and verbal communication skills
- Exceptional organizational skills and attention to detail
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)

Preferred:

- Experience in a nonprofit, higher education, or faith-based advancement office
- Familiarity with fundraising best practices and donor stewardship principles
- Experience with event coordination or guest services

The Core Competencies:

- *Integrity & Confidentiality* — Handles sensitive donor and organizational information with the utmost discretion
- *Relationship-Oriented* — Builds positive relationships with donors, staff, and guests
- *Initiative* — Proactively identifies opportunities to improve systems and processes
- *Adaptability* — Thrives in a dynamic environment with shifting priorities
- *Collaboration* — Works effectively across departments and with diverse stakeholders

Compensation & Benefits:

- Competitive salary commensurate with experience
- Full benefits package including health, dental, and vision insurance
- Paid time off and holidays
- Professional development opportunities