**Development Assistant** – Trinity School for Ministry, Ambridge PA, is seeking to hire a full time Development Assistant with a probationary period of 90 days. **Purpose:** Reports to the Office Operations Manager and is responsible for administrative and clerical support for the Development Department, planning of on-campus and regional donor/church/diocesan related events, and staff travel arrangements related to donor visits. Some evening and weekend hours are required, as well as occasional travel. The Development Assistant promotes a professional and positive image of Trinity School for Ministry through knowledge of the organization’s activities and ability to communicate its vision and mission. **Principal Duties include:** assistance with gift entry and acknowledgement procedures within *Raiser’s Edge(RE)*; maintain accuracy within *RE* database; departmental administrative and clerical support; assistance with planning and arranging on-campus and regional donor/alumni/church/diocesan related events; coordination of Development staff travel arrangements and needed materials for donor meetings, conferences, and faculty national speaking/preaching events. **Knowledge, Skills, and Abilities:** extensive knowledge of Microsoft Excel and Word; familiarity with or ability to learn quickly the *RE* software; general copying and scanning (digital and hard copy), and organizing in an office setting; proven success in event coordination; exceptional relationship building skills; ability to manage and collaborate with others; excellent listening and communication skills; detail-oriented; ability to prioritize activities; excellent keyboard, computer and telephone skills; critical thinking and problem solving; ability to work a flexible part-time schedule; ability to interact pleasantly and professionally with donors, staff, faculty, volunteers, students, and donors; ability to meet deadlines with a high level of accuracy; ability to multi-task; highly trainable with a desire to learn new processes. **Experience and Education Requirements:** Bachelor degree in business, marketing, or public relations preferred; three years’ experience in Fund Development preferred; experience with *RE* software desired. **Personal Qualifications:** commitment to Christian values; ability to sign and adhere to Trinity’s Statement of Faith and Covenant; ability to successfully pass a background check; possess Christian ethics and integrity and strong work ethic. **Working Conditions:** ability to remain stationary 50% of the time; occasionally move about inside the office to access files, office machinery, etc.; consistently operate a computer and general office machines; reasonable accommodations may be made to enable individuals to perform these essential functions. **Qualified candidates are encouraged to apply:** Please submit a cover letter, resume, and list of references to [elucci@tsm.edu](mailto:elucci@tsm.edu) by June 3, 2019.