

Scarlet Hope[®]

Operations Assistant

Spring 2024

Roles & Responsibilities:

Reports to: VP of Operations Scarlet Hope INC.

Scarlet Hope exists to share the hope and love of Jesus with women who have been exploited by the adult entertainment industry. Our vision is to see every exploited woman restored by the hope and confidence that Jesus loves her.

The Operations Assistant is responsible for supporting the Operations and Development teams in the administration details and implementation specific to finance, donor relations, and daily operations efficiencies. This role will include a variety of administrative tasks and requires attention to detail, a high level of excellence, and the ability to take initiative, work independently, and on multiple projects at once.

Job Responsibilities Defined:

Financial Operations

- Oversee recurring financial tasks such as deposits, bill pay, expense management, and report creation under the leadership of the VP of Development
- Assist with financial projects: e.g. budget creation, reporting, and oversight
- Assist in Donor Acknowledgment
 - Regular Thank You Notes
 - Phone Calls to high-level donors or large one-time gifts
 - Year-End Giving Reports

Development Operations

- Oversee Fundraising Events
 - Lead the events team to organize and execute at minimum three fundraisers each year
 - Support Coordinators and Directors in event planning around the nation

- Assist in National Fundraising efforts
 - Attend national conferences and exhibits as requested
- Assistant in the maintenance of the Donor Database
- Prepare and analyze fundraising reports as needed
- Serve as a liaison between the Development Team and Communications/Marketing team to produce Tier 3 donor communication, event marketing materials, etc

Operations Support

- Support the VP of Operations with state filings, annual federal reports, etc
- Provide research for upcoming projects to the VP of Operations upon request
- Assist in the maintenance of the Hope House
 - Coordinate workgroups
 - Manage preventive maintenance schedule
 - Ensure the Hope House has the supplies needed to maintain physical operations

Other Expectations & Responsibilities:

- Present for Staff Meetings
- Available for calls from donors
- Attend Staff Retreat 1x a year
- When appropriate and necessary attend conferences or functions with the Fundraising Team where it seems appropriate for the Development Assistant to attend. May require travel on occasion

Flexibility is a vital aspect of the role of a Development Assistant. Miscellaneous tasks and responsibilities may be assigned to you. It will be essential that your role be viewed as being a flexible member of a team. We are excited and thankful for your skills and gifts.

Hours

This is a full-time, salaried position. The general hours will be completed during normal business hours. However, flexibility will be required based on evening/weekend meetings and events.