



Assistant for Mission Advancement for FirstLight Ministries

FirstLight Ministries is a faith-based, non-profit that supports people in living out biblical sexuality. The ministry provides church-based education regarding sexual issues and facilitates several support groups throughout the St. Louis region. FirstLight operates within a traditional, Christian understanding of sexual ethics.

FirstLight Ministries is seeking an Assistant for Mission Advancement to join the advancement team. The Assistant for Mission Advancement supports the growth and sustainability of FirstLight Ministries by strengthening giver relationships, expanding church partnerships, and executing communications and events. This role primarily supports and executes advancement initiatives under the direction of the Director of Operations. This role requires strong relational skills, attention to detail, and alignment with the mission and values of FirstLight.

Status: Part-time, hourly: Approx 24 hours/week.

Reports to: Director of Operations

Position Qualifications

- A vibrant and growing faith in Jesus Christ, member of an Evangelical church.
- Demonstrated sensitivity and care for the men and women served by FirstLight.
- Strong interpersonal and communication skills with a gift for listening well and engaging with people authentically.
- Self-motivated, proactive, and committed to personal and professional growth.
- Excellent follow-up and ability to advance people and projects to a next level of impact.
- High level of integrity and discretion.
- Warm, hospitable, and confident presence.
- Strong organizational skills with the ability to work independently and follow through on tasks.
- Availability to represent FirstLight during occasional evenings, weekends, and Sunday morning church services.
- Preference for experience in donor relations, public speaking, marketing, or a related field.
- Bachelor's degree or equivalent experience preferred, not required.

Primary Task and Responsibilities

- Learn and embody the development philosophy of FirstLight Ministries.
- Collaborate with the Director of Operations to manage the giver follow-up pipeline.
- Ensure all giver data is accurate and current in the CRM database: Bloomerang.
- Nurture givers through timely follow-up calls.
- Assist in scheduling face-to-face meetings with givers.
- Foster church partnership efforts by:
 - Fostering relationships with church mission committees and individual centers of influence.
 - Scheduling updates and engagement opportunities with partner churches.
- Assist in recruiting for a small team of volunteers to nurture givers by phone.
- Collaborate with the Advancement Team to plan and execute the annual communications calendar.
- Assist in the execution of small group gatherings and larger events.
- Coordinate and manage the FirstLight display at conferences, churches, and other speaking engagements.
- Collaborate with the Advancement Team to launch and maintain a social media presence for FirstLight.
- Participate in coaching sessions for ongoing professional development, staff meetings and advancement team.

Compensation

- \$20-23 per hour based upon experience.

Questions and resumes may be directed to Director of Operations, Kristina Cherne admin@firstlightstlouis.org