



POSITION DESCRIPTION
Mission Resource Development (MRD)
Administrative/Project Assistant

Reports to: Director of Mission Resource Development

Department: Mission Resource Development

Location: King of Prussia, PA

Status: Full-time, Exempt

Position Summary

The Administrative/Project Assistant for Mission Resource Development provides critical support to the Director of Mission Resource Development by supporting day-to-day administrative operations, coordinating calendars and meetings, assisting with logistics for events and initiatives, and maintaining fundraising database, contacts and accurate records and communications. This role plays a key part in supporting the work of ABCUSA's Mission Resource Development team and Biennial Coordinator through effective organization, clear written communication, attention to detail and collaboration.

Duties and Responsibilities

- Provide administrative support to the Director of Mission Resource Development, including office management, calendar coordination, scheduling, and logistical planning for meetings and special events.
- Prepare meeting agendas, take and distribute minutes, and ensure follow-up on action items.
- Assist in the execution and coordination of logistics, communications, and on-site support for the Biennial Mission Summit, Webinars, Everyday ABC Conversations, and other events.
- Manage and update donor and contact databases and mailing lists.
- Process donor acknowledgments, including thank-you letters and direct mailings for donor appeals.
- Work with the Office of the General Secretary on special donor projects.
- Generate year-end giving letters using donor database in coordination with the General Secretary.

- Sustain collaborative relationships with various stakeholders internally and externally.
- Reconcile monthly Visa statements.
- Collaborate and coordinate processes to meet common goals with both internal and external stakeholders.

Required Skills and Abilities

- Strong interpersonal skills and ability to collaborate with various stakeholders.
- Strong organizational skills with ability to manage multiple tasks, prioritize responsibilities, and maintain detailed records.
- Proficiency in administrative and office management tasks.
- Excellent written communication and editing skills, with strong attention to grammar, clarity, and consistency.
- Competence with Microsoft Office Suite (Word, Excel, Outlook) and other standard office software.
- Strong follow-through and accountability to ensure timely completion of tasks and follow-up on action items.
- Exceptional attention to detail in all aspects of work, including communications, data entry, and proofreading.

Education and Experience

- Associate's degree required; bachelor's degree in communications, business administration, nonprofit management, or a related field preferred.
- Minimum of 3–5 years of administrative or office management experience, preferably in a nonprofit, church-related, or mission-driven environment.
- Experience supporting senior-level staff or directors, including managing calendars, meetings, and correspondence.
- Experience working with committees and volunteers.
- Demonstrated ability to manage projects, meet deadlines, and maintain accurate records.
- Experience or familiarity with American Baptist Churches USA, Baptist polity, and/or religious organizations preferred.

Compensation and Benefits

American Baptist Churches USA (ABCUSA) offers an excellent compensation package: competitive salary and benefits (health insurance, paid time off and paid sick time, participation in a fully-vested 403(b)). ABCUSA provides the support needed to continue to develop our staff's knowledge, skills and abilities along their chosen career path consistent with ABCUSA's mission and values. We offer a safe, professional work environment located at 1015 W.1620 9th Avenue in King of Prussia, PA.

American Baptist Churches USA is one of the most diverse Christian denominations today, with approximately 5,000 local congregations comprised of 1.3 million members across the United States and Puerto Rico. Join a vibrant ministry that is helping people serve as the Hands and Feet of Christ.

To Apply

If you are interested in applying, kindly submit Cover Letter and Resume to Jobs@abc-usa.org as soon as possible. The position will remain open until a qualified candidate is selected.