

Now Hiring: Administrative Assistant & Event Coordinator

Dakotas | Minnesota United Methodist Foundations

Are you passionate about supporting ministries that transform lives? Do you thrive in a fast-paced environment where faith, generosity, and excellence come together? The Dakotas | Minnesota United Methodist Foundations is seeking a mission-minded **Administrative Assistant** to join our dedicated team.

About Us:

We are a faith-based nonprofit organization that partners with churches, donors, and ministries across the Dakotas and Minnesota Annual Conferences to cultivate generosity and manage financial resources for transformational impact. From scholarships to ministry to church revitalization projects, we help turn money into ministry.

Position Overview:

The Administrative Assistant plays a key role in keeping our office running smoothly and supporting the Foundation's leadership, staff, and constituents. This individual is detail-oriented, proactive, and committed to offering exceptional administrative support that reflects our integrity, hospitality, and stewardship values.

Key Responsibilities:

- Serve as the first point of contact for calls, emails, and visitors
- Provide scheduling, communication, and calendar support to the CEO and leadership team
- Assist with donor correspondence, mailings, and event logistics
- Maintain records, files, and our donor database with accuracy and confidentiality
- Support board and committee meetings, including note-taking and follow-up
- Help coordinate travel, meetings, and hospitality for guests and staff
- Contribute to a collaborative, joyful team culture rooted in our shared mission

Qualifications:

- Prior administrative or office experience (nonprofit or ministry setting a plus)
- Strong organizational and communication skills
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, TEAMS) and basic database systems
- Ability to manage multiple tasks and deadlines with grace
- A heart for ministry and a commitment to confidentiality and professionalism
- Associate's degree preferred; bachelor's degree or equivalent experience a plus

Position Details:

- Full-time position
- Hybrid/Remote flexibility depending on the applicant. Competitive salary and benefits package
- Reports to: President/CEO

To Apply:

Please send your resume and a cover letter detailing your interest in the role and the Foundation's mission to: info@dkmnmf.org by May 8th, 2025. Join us in stewarding God's resources and building stronger ministries across the Dakotas and Minnesota Annual Conferences.