



Do you have a deep Christian faith and a desire to use your skills in a Christian ministry? Do you have a Business or Marketing degree and related experience? Are you a highly organized, detail-oriented, self-motivated person who can work independently while also coordinating with a team?

Every Good Gift's mission is to share the love of Christ with vulnerable women and nurture healthy job, life, and relationship skills while creating quality products for customers. To that end, we offer part-time jobs at our Glenside and Kensington locations to women who are pregnant or parenting a young child. As a job training ministry for young single mothers from generational poverty, we help women meet their goals by preparing them for jobs that will support their family and allow them to move out of poverty.

Every Good Gift is seeking a qualified individual to serve as our Business Manager. This 30-32-hour per week position will primarily involve working in Glenside, PA and begins August 1, 2023.

Duties and responsibilities include

- Grants - research, assist in writing, reporting
- Oversee annual fundraiser
- Manage sale events and fulfill orders
- Maintain employee and volunteer files
- Regularly update databases
- Marketing and social media
- Interact with vendors
- Create and update policy manuals
- Develop system to thank donors and volunteers
- Correspondence

Requirements

- Strong interpersonal skills
- Excellent written and oral communication skills - email, text, phone, and in person
- Exceptional organizational skills
- Ability to find creative solutions to problems
- Good proficiency with google applications - docs, sheets, slides, drive, and gmail
- Facility and accuracy with typing
- Ability to write well-crafted letters and documents
- Flexibility, ability to multi-task and navigate interruptions, and willingness to perform additional tasks as assigned
- Work experience in an office setting
- Basic math skills

To learn more about Every Good Gift visit [www.everygoodgift.org](http://www.everygoodgift.org). If interested, submit your resume and cover letter to [jillpage@everygoodgift.org](mailto:jillpage@everygoodgift.org).