



Join the Movement to Transform New England with the Love of Jesus!

Executive Administrator

Full-time, Remote (must reside in New England)

Reporting to the President and the Chief Operating and Financial Officer

About Vision New England

Since 1887, **Vision New England (VNE)** has been advancing the gospel and serving the Church. Today, we're a vibrant network of 1,000+ ministries—urban, suburban, and rural—united by one vision: to see New England transformed with the love of Jesus.

We accelerate evangelism by helping the Church work in unity **to make disciples, do justice, and share Jesus** (Mt 28:19, Mt 5:16, Jn 17:21). We host catalytic events, equip leaders through training and coaching, and tell stories of God's work through radio, podcasts, and digital media.

Why This Role Matters

This isn't just an administrative job - it's a **calling**. You're a critical player in helping build the infrastructure that fuels Kingdom work across New England!

Key Responsibilities::

- Coordinate and plan the President's travel and meeting logistics to support strategic engagement and growth of the VNE network and donors, including occasional on-site support as needed.
- Provide general admin support including drafting and proofreading external communications, coordinating with partners for content related to their events and assisting with other operational tasks and special projects as needed.
- Collaborate with the President to craft persuasive, mission-driven grant proposals to effectively secure funding and advance organizational goals.
- Update and maintain the donor database, ensuring tracking of gifts, pledges and donor interactions.
- Design and produce compelling newsletters and marketing materials using Canva and Constant Contact in collaboration with the Chief Operating and Financial Officer.
- Create and schedule communications across social media platforms (Facebook, Instagram, LinkedIn)
- Manage website content updates, ensuring accuracy, timeliness and alignment with branding.
- Coordinate donor communications and acknowledgments.

Who Thrives in this Position:

You are a detail-oriented self-starter and creative problem-solver. Your excellent communication skills and relational strengths enable you to connect with diverse audiences. You bring maturity, professionalism, and warmth to every interaction, while your tenacity, willingness to jump in where needed, and follow-through ensure that projects are executed with excellence.

Required Experience and Skills:

- 5–7 years of administrative experience, including direct support for senior leadership
- Exceptional written and verbal communication skills.
- Strong organizational skills with meticulous attention to detail.
- Comfortable managing multiple priorities and deadlines in a fast-paced, mission-driven environment.
- Experience supporting fundraising or development efforts (including CRM databases) preferred.
- Ability to anticipate needs, exercise discretion, and adapt as circumstances shift.
- Proficiency with Canva, Constant Contact, and Google workspace (preferred).

Faith & Calling

We're looking for someone called to serve the Church in New England—someone who wants to help ministries thrive in making disciples, doing justice, and sharing Jesus.

All VNE team members affirm our faith positions and regularly engage in Christian spiritual disciplines. Our work is relational and Spirit-led, and we seek teammates who reflect the love of Jesus in all they do.

How to Apply

Send your resume and salary requirements to pcook@visionnewengland.org for consideration.

Let's build something eternal—together!