
Title: Development Office Assistant
Classification: Salary; Non-Exempt

Status: Full-time; 12 months
Reports to: Director of Strategic Philanthropy

JOB SUMMARY

The Development Office Assistant is a full-time, 12 month position and reports directly to the Director of Strategic Philanthropy. The Development Office Assistant performs a wide variety of professional, administrative and staff support tasks for the members of the Development team including but not limited to: calendar management and scheduling, special events planning, incoming and outgoing digital and print correspondence, prepare communication materials for meetings or presentations, provide data analysis and research support, ordering supplies and track expenses, and other development business activities.

This position will also communicate by phone and email with prospective donors and to make appointments and handle other business on behalf of the Development team as needed. In collaboration with Director of Strategic Philanthropy & Director of Development, the Development Office Assistant will assist with the management of the briefing process for School Leadership. The overall success of the Development Office depends on teamwork and collaboration. This position requires the Development Office Assistant to work closely with other members of the Advancement Team and a large parent volunteer network to ensure the School is engaging and support the interests of the School parent community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Establishes, cultivates, and maintains meaningful relationships with Parish parents and local community
 - Preparing agendas and presentations, booking conference rooms, providing AV setup, and tracking on post-meeting follow-up
 - Greets and assists Advancement Office visitors, including answering incoming telephone calls, as needed; answering questions, resolving issues, and forwarding calls to the appropriate party
 - Assists with Development mailings; generate mailing lists, create mailing labels, assist in preparing mailing and maintaining correct and accurate addresses in database
 - Manages the production, on-time delivery and accuracy of acknowledgment letters, pledge reminders, and other routine correspondence
 - Oversee the intake and organizing of gift-related documents by utilizing scanners and document management information system technology to assure critical School documents are routed correctly, expeditiously and with confidentiality
 - Help to coordinate stewardship communications including ordering donor lists, drafting emails and letters, and overseeing the printing of invitations and brochures
 - In coordination with the Development Team, assist with volunteer management and Sign-Up Genius, works with the Parents' Association as well as all parent support groups (grades, sports, STEM, arts, and parent support groups); maintain groups, pages, and contacts; provide annual volunteer data information to PA and School Administration
 - Assists the Business Office with the Student Safety & Protection Policies process, specifically with creating all name tags for parents annually each summer
 - Maintaining inventory of office supplies as needed for the Advancement Office; handling copier and mail meter machines and services
 - Generate fundraising reports and queries on an ad-hoc and routine basis
 - Assists in conducting prospect research and donor data analysis
 - Verifying and processing financial reimbursements for the team
 - Manage existing grants by: tracking grants; developing internal reporting systems; writing reports; maintaining excellent historical records; working with staff to ensure each project or program is meeting proposal conditions and expectations
 - Exercises initiative, sound judgment, creativity and discretion in performing work assigned, anticipating and addressing concerns, responding to requests, and organizing and maintaining confidential files and records.
 - Coordinates prospect research and event briefings for development team and School Administration
 - Provides front desk coverage during the summer break months
 - Promote the school's statement of mission and philosophy
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Attends Staff Development Meetings
 - Attends Meetings with School Leadership as needed
 - Attends School Functions as needed
 - Attends Conferences
 - Attends Chapel when on campus
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SUPERVISORY RESPONSIBILITIES

No supervisory duties assigned. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

Education and Experience:

- Bachelor's degree, preferred
- A minimum of two (2) years' experience in a relevant client/donor relations or non-profit environment, preferred
- Demonstrated excellence in customer service.
- Computer proficiency, including MS Word, MS Excel, MS PowerPoint, Skype, Zoom, and Internet tools
- Ability to use basic office equipment

Job Knowledge, Skills, and Abilities:

- Ability to handle sensitive and confidential matter with discretion and tact.
- An extremely well organized, detail-oriented individual who has a high energy level together with an accompanying sense of urgency.
- Bright, hardworking and enthusiastic with a serious commitment to excellence.
- Ability to multi-task and balance competing priorities.
- Ability to work without constant direct supervision, utilizing good judgment in prioritizing tasks and making decisions.
- Well-developed interpersonal skills to deal effectively with a wide range of constituents, including those at very senior levels.
- Polished and self-confident when interacting with people of power, influence, and wealth.
- A person of unquestioned integrity who has an impeccable reputation, who honors commitments, and who deals with people in a straightforward and personal way.
- An accessible and approachable people person with a good sense of humor.

WORKING ENVIRONMENT | PHYSICAL AND MENTAL REQUIREMENTS

These are the physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these requirements will not automatically disqualify a candidate or employees from the position. Upon request for a reasonable accommodation, the School may be able to adjust or excuse one or more of these requirements, depending upon the requirement, the essential function to which it relates, and the proposed accommodation.

Working Environment:

- Office Environment
- Classroom Environment
- Works Primarily with Students
- Works Primarily with Adults; Some Exposure to Students
- Travel - Light
- Travel - Heavy
- Evening and/or Weekend Commitment - Light
- Evening and/or Weekend Commitment - Heavy
- Inside
- Outside
- Works with Others
- Works Alone
- Extreme Heat
- Extreme Cold
- Noise

Physical Requirements:

- Seeing

- Color Perception
- Hearing
- Clear Speech
- Touching (Hand and Finger Dexterity)
- Sitting
- Fine Finger Manipulation in Use of Computer
- Standing
- Ability to Move Distances
- Hillcrest Campus includes 5 buildings, 10 acres
- Midway Campus is 350,000 square feet, 50 acres
- Driving
- Climbing
- Balancing
- Kneeling
- Crawling
- Reaching
- Twisting or Bending at Waist
- Pushing or Pulling

- Lifting 0 - 20 pounds
- Lifting 0 – 40 pounds
- Lifting 0 – 75 pounds
- Carrying 0 - 20 pounds
- Carrying 0 – 40 pounds
- Carrying 0 – 75 pounds

Mental Requirements:

- Reading - Simple
- Reading - Complex
- Writing - Simple
- Writing - Complex
- Clerical
- Basic Math Skills
- Analysis and Comprehension - Simple
- Analysis and Comprehension - Complex
- Decision Making - Simple
- Decision Making – Complex
- Exercise Discretion - Simple
- Exercise Discretion - Complex

The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other characteristic protected under federal, state, or local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.