



## **JOB DESCRIPTION**

**Position: Advancement Assistant**

**Reports to: Director of Admission and Development Specialist**

**General Responsibilities:** The Advancement Assistant works in support of the goals, programs and activities of the Advancement Team. The assistant will facilitate the work of the Advancement Team through planning, preparing and organizing events, campaigns, activities and special projects. The Advancement Assistant will demonstrate professionalism and confidentiality in all aspects of work; have the poise and professionalism to work with a broad range of school leaders and parents; be detail oriented; have superior organizational skills; present excellent verbal and written skills; exhibit initiative; work independently and as part of a team. The Advancement Assistant will have the capacity to deal well with a wide range of relationships and situations while maintaining the highest degree of confidentiality.

**Work Hours:** 7:45 a.m. to 4:15 p.m. Monday through Friday. Hours may vary based on event needs.

### **Specific Responsibilities:**

- Manage the Development database to ensure the integrity of the database for mailing lists, correspondence and reports.
- Enter data and produce correspondence as assigned.
- On-site coordinator for all Advancement Team sponsored events.
- Coordinate, organize and implement assigned Advancement Team events such as prospective parent open houses, donor cultivation events, special chapel programs, receptions, alumni gatherings, presentations, etc.
- Maintain log of event details including compiling notes from post-event debriefs
- Partner with the Development Specialist to enhance the fundraising activities for the school
- Partner with the Director of Admission to enhance the admission activities for the school
- Provide administrative support to the Advancement Team
- Campus supervision duties as assigned such as carpool duty, lunch duty, front office coverage, etc.
- Other duties and event support as assigned

### **Requirements:**

- Professes a saving faith in Jesus Christ as Lord and Savior and accepts the authority of scriptures as a guide for faith and living
- Bachelor's Degree
- Strong administrative/clerical skills
- High proficiency with technology
- Ability to handle multiple projects simultaneously and prioritize effectively
- Detail-oriented
- Exceptional writing and editing skills
- Eager to collaborate with Advancement Team

4.3.2019