



Position Title: Advancement Associate
Date Modified: April 2019
FLSA Classification: Non-exempt
Reports To: Director of Advancement

Position Purpose:

Provides administrative, database support and special project ownership for the Advancement Office and volunteers. Under the direction of the Director of Advancement and may provide support to others.

Essential Functions

- Main welcome for guests in office and at events.
- Answers incoming telephone calls, as needed; answers questions, resolves issues, takes messages, forwards calls to the appropriate parties.
- Must adhere to strict confidentiality of prospect and donor information.
- Performs administrative, secretarial assignments and special projects with minimal direction and serves as key administrative support for the operations of the Adv. office.
- Maintains Raiser's Edge donor database for campaign, including accurate entry of donor actions, assignments of solicitors, entry of proposals and creation of reports and lists. Enters vital constituent information and assists in other database-related duties for Adv.
- Creates finished documents from notes or outlines, including letters, memos, meeting agendas, meeting minutes, spreadsheets and presentations and maintains archives.
- Supports donor stewardship program by coordinating the signing, mailing and filing of acknowledgement letters, as well as preparing tribute acknowledgements and reports.
- Tracks department expenses in the credit card system and through check requests.
- Maintains electronic calendar for Director of Advancement, Headmaster and volunteers and committees for advancement meetings and events.
- Coordinates donor naming opportunities, tracks availability of naming opportunities, orders and arranges for installation of donor recognition and maintains and updates Cumulative Giving data and display.
- Prepares invitations, tracks RSVPs, and coordinates with volunteers to implement donor cultivation, donor recognition, and other campaign related events.
- Prepares campaign gift proposals for solicitation meetings as directed by Dir. of Adv.
- Maintains documentation of campaign pledges received, proposals submitted, and totals for presentation to Board and Advancement Committee
- Organizes donor research to prepare Headmaster, Director of Adv. and volunteers prior to campaign meetings or events.
- Contributes positively to volunteer morale; maintains a positive, pleasant demeanor to all constituencies; provides positive encouragement to volunteers.
- Coordinates activities and collaborates with Advancement volunteers through scheduling meetings, meeting rooms, refreshments/catering, ordering flowers, organizing equipment, etc. if or as needed..
- Performs other duties as assigned by the Director of Advancement.

Qualifications

- Bachelor's Degree preferred.
- Database program experience required; Raiser's Edge /NXT proficiency preferred.
- Comfortable with Social Media platforms and other media.
- A minimum of three years experience in a similar position.
- Ability to apply common sense understanding and to carry out instructions furnished in written or oral form. Ability to ascertain which people may need immediate assistance and to act accordingly.
- Ability to prepare written documents and communications with accuracy, thoroughness, and correct grammar and punctuation.
- Ability to collaborate with co-workers and support volunteers in order to fully support the mission of the Advancement Office.
- Must demonstrate competency with word processing, database, spreadsheet, Google Drive Suite and Internet applications.
- Ability to use basic office equipment.
- Ability to communicate effectively with all constituents in a school environment.
- Committed to inclusion and issues of social justice and equity.

Physical Requirements and Work Environment

- Be able to occasionally lift up to 30 lbs
- Regularly use close and distance vision
- Work at a desk and computer screen for extended periods of time
- Turn, bend, reach and occasionally use a ladder
- Work in a traditional climate controlled office environment
- Works in a highly involved and busy environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts
- Occasional work required outside of regular business hours

Interested Candidates may submit application and resume to Michael Gillis, Director of Advancement at mgillis@shorecrest.org by May 15, 2019.

Acknowledgment

I understand the responsibilities and competencies of the Advancement Associate position.

Signature

Date

POLICY OF NON-DISCRIMINATION

Shorecrest Preparatory School welcomes candidates for admissions and employment, regardless of age, race, culture, gender, sexual orientation, religion, socio-economic status, national or ethnic origin and does not discriminate on the basis of any category protected by law in the administration of any of its programs.

Shorecrest is a Drug Free Workplace
Shorecrest participates in E-Verify