DEVELOPMENT ASSOCIATE

Department: Advancement
Supervisor: Advancement Team Leader
Job Type: Full-Time (12 month)
FLSA Classification: Exempt

Position Purpose: The Development Associate is a member of the school’s Advancement Team and works in support of the goals, programs, and activities of the Advancement Office with an emphasis on development, fundraising, and donor relations.

Schedule: Regular office hours (M-F) with a flexible schedule based on the needs of the school and as directed by the Advancement Team Leader.

Essential Functions:

- Actively and enthusiastically support the mission of Oak Hall School
- Cultivate donors and close gifts
- Be a productive part of the Advancement team; offering new and innovative ideas to advance development initiatives
- Serve as Parent Association Liaison
- Take a leadership role in the development and growth of alumni and grandparent programs
- Serve as the staff support position for the Oak Hall Annual Fund and other campaigns
- Adhere to campaign timelines
- Assist in the fundraising proposal process
- Maintain appropriate software platforms as required with emphasis on accuracy, efficiency, and confidentiality
- Run reports and mailing lists, coordinate bulk mailings
- In collaboration with the Marketing and Communications Coordinator, develop and produce emails, materials, publications, website content, social media posts, the annual giving report, solicitation letters, event invitations, e-newsletters, and other department-wide communication
- Develop and maintain a working knowledge of development best practices, including trends in (independent school) education and development, fundraising tools and technology, including e-mail and online campaigns, and donor research
- Assist with editing campus internal and external communications
- Provide event support as assigned
- Be a role model of integrity and professionalism
- Meet regular and predictable attendance requirements, including attending division and other school meetings, professional days, and other required events
- Adhere to School policies as described in the Employee Handbook and other materials
- Other duties as assigned

Qualifications:

- Bachelor’s degree required; 2 years of experience in a busy and diverse environment required

Updated March 2019
• Demonstrated planning, organizational, and time-management skills to effectively prioritize multiple initiatives simultaneously and achieve desired goals and successful outcomes within defined periods of time
• An optimistic, engaging, and caring demeanor, coupled with a goal-oriented drive to succeed
• Extreme tact and discretion, acute attention to detail, and a commitment to excellence
• Must be proficient with computer software systems and have some experience with relational databases
• The ability to work positively and professionally with students, parents, and faculty
• A high degree of professionalism, collegiality, and personal conduct both in and outside of school
• Ability, willingness, and judgment to communicate thoroughly, accurately, and concisely with all constituents in a school environment, both verbally and in writing
• Genuine enthusiasm and commitment to the vision and mission of the School

Physical Requirements and Work Environment:

• Works in a stressful environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts
• Regularly uses close and distance vision
• May work at a desk and computer screen for extended periods of time
• May stand for extended periods of time
• Turns, bends, reaches, and may occasionally use a ladder
• Ability to actively circulate throughout the diverse campus environment
• Works primarily in a traditional climate controlled environment
• Work intermittently in outside weather conditions, including extreme heat and cold
• Ability to occasionally lift, push or pull up to 30 lbs.