



SALESIAN COLLEGE PREPARATORY

ACADEMICS. FAITH. FAMILY.

Position: Advancement Administrative Assistant
Reporting to: Chief Advancement Officer (CAO)

Work Hours: Part Time (not to exceed 20 hours per week)

The Advancement Admin. Assistant reports directly to the Chief Advancement Officer (CAO). The Advancement Admin. 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 Admin. 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, donors 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 Admin. Assistant will have the capacity to deal well with a wide range of relationships and situations while maintaining the highest degree of confidentiality.

Responsibilities:

- Record and track the acknowledgement of donors and donor contributions in Raiser's Edge.
- Update and maintain the overall 'health' of the database including: elimination of duplicates, updating constituent details, connecting constituent relations, etc.
- Work in collaboration with the CAO to maintain and keep up to date all supporting documentation needed for the submission of grant proposals and applications.
- Partner to coordinate, organize and implement assigned Advancement and Admissions 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 to collaborate for Salesian eNewsletter and Quarterly Salesian Alumni eNewsletter
- Provide administrative support to the Advancement Team
- Other duties and event support as assigned

Qualifications:

- Strong administrative/clerical skills
- High proficiency with technology
- Solid Microsoft Office skills, including Word and Excel
- Familiarity with with Google Docs and Sheets
- Familiarity with fundraising databases, preferably Raiser's Edge
- Ability to handle multiple projects simultaneously and prioritize effectively
- Detail-oriented
- Exceptional writing and editing skills

Please submit your resume to application@salesian.com

Salesian is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, national origin, veteran or disability status, or other characteristics protected by law. Salesian is committed to building a diverse workforce and strongly encourages people of color to apply.