



ADVANCEMENT ASSOCIATE

MERCY HIGH SCHOOL, BURLINGAME

Department: Advancement
Reports to: Director of Advancement
FLSA Status: Non-Exempt
Prepared Date: July 12, 2021

Position Summary And Responsibilities: The Advancement Associate is a key member of the Advancement Team and responsible for planning, organizing, and implementing fundraising and parent community events and engagement programs.

As a member of the Advancement Team, this position will be responsible for supporting the annual fundraising goal through event fundraising including the Mercy-A-Thon, fall fundraiser (Take & Taste Wine Tasting), spring fundraiser (Lobster Feed), Drive and Dines and any other events needed to support the annual fundraising goal such as Giving Day. Additionally this position is responsible for managing a number of the school's traditional events which are part of the Mercy Parent Club (MPC) including the Welcome Head of School event, Mother Daughter Tea, Father Daughter Dance, and the Senior Mother Daughter Mass and Brunch. The job is a full-time, salaried-exempt, fully benefited, 12-month position reporting to the Director of Advancement.

Essential Job Responsibilities include, but are not limited to:

- Increase philanthropic support through coordination and oversight of the annual student fundraiser and advancement fundraising events (Wine Tasting, Lobster Feed, Drive & Dines, and any additional event needed in order to supplement the operating budget)
- Responsible for planning, oversight and management of events sponsored by the MPC, Moms Club, Dads Club, and the Advancement Department
- Support the annual fund, Making A Difference and other Advancement initiatives, special events, and fundraisers as needed including the annual Circle of Mercy donor recognition
- Coordinate and oversee MPC leadership, volunteer development, and all MPC events, meetings and activities; act as designated staff person for all MPC activities
- Serve as designated, on-site staff member at all Advancement and MPC events; oversees security needs of events
- Develop, implement and evaluate a comprehensive and systematic engagement plan for parents with engagement to include strategies, initiatives and programs
- Support donor research, cultivation, stewardship and outreach as needed
- Direct oversight of budget compliance and management of cash and deposits from events or fundraisers
- Collaborate with the Advancement and Marketing teams to engage all constituencies through

the coordination of design, printing and mailing of event materials as well as social media and website materials

- Performs other duties as assigned by the Director of Advancement and/or Head of School

Job Requirements:

- Demonstrate a commitment to the Mission and Values of Mercy High School
- Experience in fundraising and event planning
- Bachelor's Degree preferred
- Raiser's Edge/ RENXT or similar donor program experience preferred
- Greater Giving or other auction fundraising programs experience preferred
- eTeam Sponsors or other sport/organization fundraising program experience helpful
- Google suite
- Ability to be on campus daily, with additional weekend and evening meetings and events required
- Demonstrate the ability to work with evolving systems and structures, and the ability to be flexible in adapting to changing environments and regulations
- Possess excellent written, verbal, and interpersonal communication skills
- Ability to take initiative and work independently; must possess the ability to manage multiple priorities and tasks simultaneously
- Demonstrate high integrity and accountability; exceptional attention to detail and accuracy
- Ability to manage a budget
- Ability to obtain, understand, and give adequate consideration to others' priorities, opinions, and concerns, is able to work with a diverse constituency and staff

Physical: Must be willing and able to climb stairs. Must be capable of lifting objects as heavy as 15 pounds. Must have sufficient mobility and dexterity of both arms to support event set up needs, and ability to frequently bend, stoop and stand for long periods of time.

Background/fingerprint check required.

Must have a valid driver's license.

Send resume to Director of Advancement Mary Lund, Mercy High School, Burlingame mlund@mercyhsb.com. Please note Advancement Associate Job Opening in the Subject Line.