



# The Gow School

**Job Title:** Development Assistant

**Department:** Development Office

**Supervisor:** Director of Development

**Position Overview:** The Development Assistant will provide administrative support to the Director of Development, assist with fundraising and special events, process gifts and acknowledgement letters, update constituent records, and reconcile with the Business Office. This position requires excellent organizational and communication skills, creativity, and a belief in the mission of The Gow School.

**Employment Classification:** Full time, non-exempt

**Scheduled Days and Hours:** Monday – Friday, 8:30 am – 4:30 pm. Weekend and evening work sometimes required.

## **Essential Job Descriptions:**

- Reflect the Mission of The Gow School to students, faculty, and the community, and adhere to all company policies as listed in the Faculty and Employee Handbooks.
- Exhibit The Gow School's core beliefs, embodied in our Four Pillars of kindness, respect, honesty, and hard work.
- Provide administrative support including phone coverage and database management.
- Proficiency in Raiser's Edge or comparable fundraising software and the ability to accurately manage, organize, and update constituent information in database.
- Responsible for insuring proper gift recording and reconciliation with the Business Office.
- Organize, plan, and execute special events, including but not limited to Parents' Weekend, Grandparents' Day, Commencement, events for alumni and parents, and others as requested.
- Assist the Director with fundraising and cultivation events including venue selection, creating and mailing invitations, maintaining the guest lists, and follow up communication.
- Assist the Director by completing expense reports.
- Prepare acknowledgment letters, pledge reminders, internal emails, and other documents.
- Compose and edit written materials as requested.
- Coordinate printing and mailing of all Gow development publications.
- Work collaboratively with staff, faculty, parents, volunteers, donors, and prospects.
- Perform additional duties as assigned by the Director of Development.

**Required knowledge, skills, and abilities:** Excellent computer skills in a Microsoft Windows environment, proficiency with Raiser's Edge or comparable fundraising software, strong oral and written communications skills, and the ability to multi-task. A high level of confidentiality, personal integrity, and a strong work ethic. Valid Driver's License required. Bachelor's Degree required.

Qualified and interested candidates should submit a cover letter and resume Kelli Fisher at [kfisher@gow.org](mailto:kfisher@gow.org).