



Eagle Hill School, a life-changing experience, offers children who learn differently the opportunity to grow into capable, resilient students with the self-confidence and character necessary to meet the challenges they will face beyond Eagle Hill.

Job Title: Development Assistant **FLSA Classification:** Non-Exempt
Duration: 12 Month Contract annually renewable **Employment Category:** Part time, Non-Faculty
Purpose: The Development Assistant will provide administrative support to the Development and Communications team. The role involves working independently and as part of a team to provide office support and ensure an organized work environment.
Reports to: Director of Development

Key Responsibilities:

- Database & Records
 - Input data and maintain Veracross confidential constituent records in a timely and accurate fashion, including information updates, gift entry processing, acknowledgement letters, pledge letters, constituent profiles
 - Create mail merges and produce thank you letters, name tags and lists for event participants
 - Create queries to produce reports for various office needs
- Events
 - Support the Development and Communication office in planning and execution of all events and fundraising activities such as the Annual Receptions, Head of School dinners, PA Events
 - Manage RSVP lists, coordinate on campus logistics, prepare materials and “gift bags” as needed
 - Attend events, as needed
- Office/Calendar Management
 - Maintain department calendar and review the master calendar regularly for accuracy and updates
 - Assist with updating communications vehicles, including website and lobby video
 - Provide administrative support to the Development and Communications offices as required
- Other
 - Other duties as assigned by the Director of Development
 - Some early morning, evening and weekend hours are required for various events on and off campus
 - Convey the school’s mission and philosophy at all times

Expected Credentials:

- Bachelor's degree preferred
- Outstanding interpersonal communication skills; a high level of comfort with direct donor/vendor interaction and ability to work with tact and diplomacy
- High level of discretion due to confidentiality with regard to Board of Trustees, donors, parents and alumni
- High degree of proficiency with Microsoft Office, including Word, Excel, Power Point and Publisher
- Knowledge of Veracross or another relational data base strongly desired
- Strong communication skills, both written and verbal
- Initiative and independence, combined with the ability to work well as part of a team
- Excellent planning and organizational skills