

# Old Trail School

Old Trail School is an independent, coeducational day school located within The Cuyahoga Valley National Park, 25 miles south of Cleveland, Ohio and 15 miles north of downtown Akron. Old Trail School serves 450 students from toddler thru eighth grade. The School offers a nurturing and academically challenging program to students and families in a five-county region that emphasizes excellence in academics, athletics and the arts. As the only independent school in the United States inside of a national park, Old Trail values its commitment to sustainability and environmental stewardship.

Old Trail students and faculty live by the core values of respect, responsibility, goodness and service.

*Old Trail School is an Equal Opportunity Employer and all employment decisions are made without regard to religion, gender, race, color, national or ethnic origin, marital status, sexual orientation, physical challenge, or veteran status. This policy extends to all aspects of recruiting, hiring, promotion, training, compensation and benefits.*

*If you have questions or a grievance related to this policy, please contact Sarah Johnston, Head of School, at 330.666.1118 or mail to: Old Trail School, 2315 Ira Road, P.O. Box 827, Bath, Ohio 44210-0827.*

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## **POSITION: DEVELOPMENT OFFICE ADMINISTRATIVE ASSISTANT**

START DATE: IMMEDIATE HIRE

REPORTS TO: ASSOCIATE HEAD OF SCHOOL/DIRECTOR OF DEVELOPMENT

CLASSIFICATION: FULL-TIME, NON-EXEMPT; SALARIED WITH BENEFITS

HOURS: 8 A.M. – 4:00 P.M., YEAR-ROUND, WITH SOME EVENING AND WEEKEND HOURS AS REQUIRED

COMPENSATION: COMPETITIVE WITH AREA INDEPENDENT SCHOOLS

## **JOB DESCRIPTION:**

Old Trail School is seeking an administrative assistant to support and collaborate with the Development Office. With a variety of responsibilities, the role is critical to our fundraising success ranging from constituent relations to logistical oversight. The primary responsibilities include the following:

### **Database Management and Giving Activity**

- Manage Blackbaud Raiser's Edge database, including constituent updates and gift processing.
- Produce letters of gift receipt and thanks.
- Prepare tax letters to donors.
- Compile statistics and gather data as needed for reporting to Development, Marketing, or Head of School.

### **Administrative Support to Director of Development**

- Maintain the Director's calendar and assist in scheduling appointments.
- Prepare correspondence and communication, including proofreading and editing.

- Attend and produce minutes at meetings; monitor and follow-up with action items.
- Track expenses relating to department events and monitor against budget.

### **Event Planning**

- Collaborate in the planning and coordination of Development-related and community events.
- Manage deadlines, communicate with vendors, follow-through with event task lists.
- Participate in and troubleshoot at events to ensure a successful and enjoyable experience.

### **REQUIRED SKILLS:**

- Bachelor's degree required.
- Proficiency in Microsoft Applications and Google Suite.
- Proven success at working collaboratively in educational leadership.
- Possess strong organizational and time management skills.
- Excellent oral and written communications skills
- Ability to adapt to and learn new technologies; experience with Blackbaud and RE NXT products or equivalent database management software preferred.

In addition to the primary responsibilities listed above and understanding that not all tasks involved with these responsibilities are itemized, the position is also required to perform any task assigned by the Director of Development on an "as needed" basis. There will be occasional evening and weekend work hours required. The Administrative Assistant may recognize the need, on occasion, to assist other personnel in the School, in the performance of their duties. It is expected that they will adhere to strict confidentiality, show initiative in problem solving, be of assistance to constituents, and contribute to Old Trail School in a positive and proactive manner.

All applications should include a cover letter and resume. Please email to: [positions@oldtrail.org](mailto:positions@oldtrail.org) ; No phone calls please.