

ADVANCEMENT ASSOCIATE



Job Description/Overview of Responsibilities

POSTING DATE: September 23, 2022
POSITION TITLE: Advancement Associate
REPORTS TO: Director of Annual Giving & Foundation Relations

SUMMARY:

Full-time, salaried, exempt, 12-month position. The Advancement Associate is an integral part of the St. Mary's Academy development department and reports to the Director of Annual Giving & Foundation Relations. The Advancement Associate is in the office 5 days a week and collaborates closely with various team members supporting the comprehensive needs of the development team — advancement database services, annual giving, special events, and donor and alumnae relations. This position will help to ensure internal development processes are organized and executed and will provide a variety of duties and responsibilities based on the needs to the overall development workflow. Four core ongoing responsibilities include supporting the administrative operation of the development department, overseeing and leading the annual Auction raffle initiatives, supporting logistics of the scholarship program, and providing support to database functions. This position is responsible for supporting both day-to-day activities and broader programmatic work of the team.

PRIMARY RESPONSIBILITIES:

- Administrative support to development team members to assist with department goals and workflow
- Oversee the annual Auction raffle initiative, including tracking of all raffle ticket purchases and reporting
- Support the Director of Leadership Gifts in management of the scholarship program, including event support for the annual Scholarship Luncheon, tracking scholarship recipients, and preparing donor reports
- Primary greeter to guests visiting the Spirit Store/Development Office
- Check mail daily and distribute accurately
- Oversee and coordinate team calendar to support the Director of Advancement
- Coordinate printing and stuffing of donor acknowledgements, appeal letters and stewardship efforts
- Data entry, including gift batching, constituent updates and donor pipeline tracking
- Coordinate stewardship activities as assigned, including donor birthday cards, donor gifts, etc.
- Maintain and manage donor hard files and establish systems for keeping organized
- Interface on a daily basis with the front office staff of the school, assisting as needed with broader school functions, tasks, and front office coverage
- Serve as back-up for other related positions and duties within the development department as needed
- Other duties as assigned by Director of Annual Giving & Foundation Relations

POSITION QUALIFICATIONS:

- Bachelor's degree and 2-4 years of relevant experience, preferably within the development/fundraising field
- Proven record of exceptional customer service
- Proficiency in MS Office Suite, Raiser's Edge experience desired

KNOWLEDGE, SKILLS & ABILITIES:

- Excellent organizational skills: ability to manage and prioritize multiple tasks with attention to detail
- Ability to maintain a high level of confidentiality
- Desire to work under deadlines in a dynamic, fast-paced, entrepreneurial environment

- Commitment to donor-centered fundraising and exemplary follow-through
- Ability to build strong relationships with staff members
- Self-directed, team player, accountable for scope of responsibility
- Willingness to work some evenings and weekends as it relates to events, donor stewardship opportunities, etc.
- Ability to connect St. Mary's mission with all fundraising activities and tasks
- Commitment to the equity, diversity, inclusion and belonging priorities of the school
- Desire to fully engage in the life of the school and community
- Willingness to embrace the Catholic tradition, the charisms of the Sisters of the Holy Names of Jesus and Mary, all-girls education and develop a passion for the school's unique mission

SALARY & BENEFITS:

Salary commensurate with qualifications and experience. Excellent benefits include medical, dental and vision coverage, retirement, life insurance, holidays, vacation, and sick leave. This is a full-time, salaried, exempt, 12-month position.

ST. MARY'S ACADEMY PROVIDES EQUAL EMPLOYMENT OPPORTUNITIES (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, St. Mary's Academy complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

TO APPLY:

Position is open until filled. Qualified applicants may submit resume, cover letter and three professional references to annie.diess@smapdx.org. Please submit in a single pdf and no phone calls.

Applications will be reviewed as they are received.