

# Old Trail School

*Old Trail School is an independent, coeducational day school in Northeast Ohio, serving 450 students from toddlers through grade 8. Founded in 1920, Old Trail offers a holistic and hands-on approach to education, taking learning beyond the classroom and into the wide-open spaces of its picturesque 62-acre campus, nestled in Cuyahoga Valley National Park. Guided by its Core Values of Respect, Responsibility, Goodness and Service, Old Trail is dedicated to an inclusive environment where all students are known, heard and valued. As the nation's only independent school located in a national park, Old Trail and its community have daily access to abundant resources, unparalleled experiences and a beautiful setting to call home.*

*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 ASSOCIATE**

START DATE: AUGUST 1, 2024

REPORTS TO: DIRECTOR OF DEVELOPMENT/ASSOCIATE HEAD OF SCHOOL

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

HOURS: 8AM-4PM

COMPENSATION: COMPETITIVE WITH AREA INDEPENDENT SCHOOLS

## **JOB DESCRIPTION:**

Old Trail School is seeking a development associate 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. This job is a key member of the office and collaborates daily with other members of the advancement team. It is the expectation that this candidate will be a thought-partner with the Director of Development and work closely alongside the Marketing and Admissions teams.

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 and send lead donor gifts.
- Prepare tax letters/gifts to donors in a timely manner

- Compile statistics and gather data as needed for reporting to the CFO, Development Team, Board of Directors and Head of School.
- Management and execution of the OTS Fund and other fundraising initiatives.
- Ongoing engagement with Old Trail alumni

#### **Administrative Support to Director of Development/Associate Head of School**

- 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 and partner with the business office to manage oversight of budgets.

#### **Event Planning**

- Oversee, plan, and coordinate development, community, and school-wide 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 Director of Development 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 [Click Here](#) to Apply.