



# ST. JOHN'S PREP

## **Advancement Assistant Office for Institutional Advancement**

### **About St. John's Prep**

St. John's Prep is an inclusive, Catholic, Xaverian Brothers Sponsored School for young men in grades 6 through 12. Founded on the Xaverian spiritual values of compassion, humility, simplicity, trust, and zeal, we educate students to be, do and stand for good in the world. We enroll approximately 1,500 students from more than 90 communities in Massachusetts, New Hampshire, and Maine.

St. John's is a faith-based community grounded in and fortified by three main cultural priorities: recognizing all people as created in the image and likeness of God, embracing a habit of excellence grounded in a growth mindset, and empowering individuals to be unique expressions of God's love in the world. Strong candidates will embody the Catholic principles and Xaverian values that guide our institution to help foster a supportive and inclusive campus environment. For further information on how faith animates St. John's, please visit our [Statement on Xaverian and Catholic Identity](#).

### **Position Overview**

The Advancement Assistant reports directly to the Managing Director of Advancement Analytics and Services and works closely with all members of the Office for Institutional Advancement to provide day-to-day support to the members and functions of the entire team. The Advancement Assistant will be responsible for overall administrative office activities for the office. The Advancement Assistant works in a fast-paced office environment, using their professional experience and knowledge to strengthen alumni and parent engagement at St. John's Prep. Occasional weekend and evening hours may be required. This is a salaried, full time, in-person 12 month position. This position requires daily interaction with visitors, answering phones, and interacting with the campus community.

### **Key Tasks and Responsibilities**

- Provides administrative support to the entire Advancement team, including but not limited to:
  - Maintaining accurate inventory of office and event supplies, including office-related document inventory in shared drive.

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- Mailings, including bulk and daily acknowledgment letters, and packages.
- Assist with various meetings and events (including team meetings) which include pre-event/meeting set up (reserve space, set up, ordering food), breakdown, registration needs, name tags and other duties as assigned.
- Performs advancement services tasks, including but not limited to:
  - Opening and timely distribution of Advancement mail, logging of checks/donations
  - Database entry/edits according to established standards.
  - Other projects as assigned.
  - Ensures effective telephone, mail/email communications to both internal and external audiences.
- Provides support or coverage to the Executive Assistant to the Head of School as needed.

### **Skills and Competencies**

- Excellent administrative skills including the ability to plan and organize independently and collaboratively
- Established interpersonal and communication skills and capability to interact professionally with a wide range of people.
- Highly accurate data entry skills and ability to proofread a variety of document types.
- Proven ability to perform duties with a high level of professionalism, discretion and confidentiality.
- Competency with Microsoft Office and the Google Workspace, especially Word, Excel and the equivalent
- Ability to prioritize work assignments and juggle many projects concurrently.
- Capacity to work independently and take initiative.
- Capability to anticipate staff needs ahead of major events and solicitations; take a proactive approach to planning and execution.

### **Education and Experience**

- Experience working in a professional setting.
- Associates Degree required; Bachelor's degree preferred.
- Raiser's Edge experience or comparable software preferred.
- Advancement experience is a plus.

### **Physical Requirements:**

- Standing/sitting for long periods of time.
- Bending, lifting, pushing, kneeling, crouching, crawling, stooping.
- Must be able to lift up to 50 pounds.
- Must be able to reach at and above shoulder height to access higher areas of equipment, etc.
- Must be capable of adapting to frequent changes in position throughout the workday.

- Hearing and speaking to exchange information in person or on the telephone.
- Use of hands and fingers for manipulation, and using computer keyboard, educational tools, play equipment.
- Specific vision abilities required include close vision, distance vision, color vision, and depth perception.

St. John's Prep is committed to building a diverse and inclusive campus community. We welcome applications from underrepresented groups. We seek applicants who demonstrate a commitment to multiculturalism and diversity that is manifested in classroom practice, student engagement, interpersonal communication, and curricular decisions. For more information about our academic, spiritual and student life programs, please visit [www.stjohnsprep.org](http://www.stjohnsprep.org).

Interested candidates are asked to apply via the online [Application for Employment](#) found on the Employment page of [stjohnsprep.org](http://stjohnsprep.org). Candidates will need to upload a cover letter, resumé, and academic transcripts if applying for a faculty position. Please, no phone calls.

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