

STERNE SCHOOL Job Description

ADVANCEMENT ASSOCIATE

Sterne School provides full-day instruction to lower, middle, and high school students. The school's mission is to build on the foundation of individual strengths to discover and nurture each student's version of greatness. In a warm respectful atmosphere, our students become confident, disciplined, responsible students, able to meet the challenges of further learning and society. The school is certified by the California State Department of Education and accredited by the Western Association of Schools and Colleges. Sterne School is an equal-opportunity employer.

JOB DESCRIPTION: The Advancement Associate reports to the Director of Advancement, Marketing, and Communications, and is responsible for supporting Sterne's Advancement Office through the school's 50th Anniversary Capital Campaign. This is an entry-level role that requires a highly-motivated, detail-oriented project coordinator with solid interpersonal and communication skills. Key responsibilities of the position include:

Project Coordination

- Manage campaign calendar for school administrators, Board members, Campaign Committee, donors, and prospects.
- Record campaign progress — gifts, pledges, and pledge payments — via Raiser's Edge CRM database.
- Maintain critical notes and accurate information on all constituents throughout the stewardship process.
- Track invitations, RSVPs, gift acknowledgments, pledge reminders, and other campaign correspondence.
- Work with Advancement Team to generate campaign updates and reports for administration and Board.

Communications & Outreach

- Facilitate communications between school administrators, campaign ambassadors, donors, and prospects.
- Compose basic, clerical-level outreach, follow-up, and acknowledgement emails to campaign constituents.
- Document all campaign communication interactions, ensuring clarity of status, timeline, and follow-up.

Alumni Engagement

- Research and verify alumni contact information, updating in Raiser's Edge database as necessary.
- Engage with alumni students and families via phone, email, and social media to build awareness of campaign.

Fundraising Event Support

- Attend and provide logistics support for Advancement events, especially those specific to the capital campaign.

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Skills & Experience

- *Required:* Familiarity with Google Suite; excellent organizational and project management skills; attention to detail; strong interpersonal and communication skills; comfort working with neurodiverse communities.
- *Preferred:* Raiser's Edge or equivalent database/CRM experience; event support/logistics; familiarity with social media platforms including but not limited to Facebook, Instagram, YouTube, and X.

Schedule & Salary

- This is an hourly non-exempt position. Work hours are 8:00 to 4:00 p.m. Monday–Friday.
- This position requires the employee to work on-site.
- Some evening/weekend hours required for departmental events that fall outside of standard workday.
- Compensation is commensurate with experience, with a potential range of \$22–\$26 per hour.

TO APPLY

- Submit a résumé and cover letter to Chris Myers, Director of Advancement, Marketing, and Communications: cmyers@sterneschool.org