



Peninsula
SCHOOL

Peninsula School Job Description

Advancement & Engagement Associate 2025–26

Full-Time, Reports to: Director of Development and Communications

Compensation: \$75,000 – \$95,000 plus benefits, including health, dental, and retirement savings plans

Position Summary

The Advancement & Engagement Associate supports the Director of Development and Communications in implementing Peninsula School's fundraising, alumni relations, and community event programs. This full-time position combines donor outreach, alumni engagement, fundraising, and event coordination to help foster a connected, generous, and inclusive community. The Associate collaborates with staff, parents, alumni, parents of alumni, grandparents, and special friends to support development goals and school-wide engagement initiatives.

Role and Responsibilities

Donor Database

- Maintain accurate and up-to-date records in the development database.
- Process and acknowledge all gifts and pledges; prepare and mail acknowledgment letters.
- Support the Annual Giving Campaign (AGC) through data management, tracking, and reporting.
- Reconcile donations with the Business Office for the purpose of internal control.
- Weekly data input of donations, pledges, and pledge payments.
- Compile data for Annual Report and other reporting needs at the direction of the Director.
- Assist with donor prospect research and stewardship activities.
- Support alumni fundraising efforts, including database updates and outreach tracking.
- Ensure donor confidentiality and accuracy in all record-keeping.

Events

- Assist with planning, organizing, and implementing school-wide and development events such as:
 - Grandparents and Special Friends Day
 - Craft Fair, Spring Fair, and Community Party
 - Annual Giving and capital campaign events
 - Friday Coffees, Graduation, Rock Concert, and other community gatherings
- Manage event logistics including vendor coordination, catering, volunteer assignments, and timelines.
- Work with POP (People of Peninsula) coordinators to plan and execute parent-driven events.
- Create invitations and communications, manage guest lists, and prepare name tags and event materials.
- Provide on-site event support, including set-up, registration, and day-of coordination.

Advancement Team

- Provide administrative support to the Director of Development and Communications.
- Assist in implementing donor engagement and alumni relations initiatives.
- Help manage the production of development-related communications and materials.
- Collaborate with team members on newsletters, appeals, and digital outreach.
- Attend Advancement Team and POP meetings as needed.
- Contribute ideas for new strategies to engage families, alumni, and donors.
- Promote positive relationships among staff, families, alumni, and the broader community.
- Support occasional admissions, communications, and community-building events.
- Participate in school-wide events and professional development opportunities.

Skills & Abilities

- Strong organizational and time-management skills.
- Excellent written, verbal, and interpersonal communication.
- Detail-oriented and able to manage multiple priorities simultaneously.
- Collaborative and team-oriented with a proactive approach.
- Culturally responsive, empathetic, and professional.
- Proficient in database management and comfortable learning new tools and systems.

Qualifications

- Bachelor's degree preferred.
 - Experience in fundraising, donor relations, or event coordination preferred.
 - Familiarity with donor databases or CRM systems a plus.
 - Occasional evening and weekend work required.
 - Must pass DOJ/FBI background checks and maintain TB clearance.
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Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, the ability to adjust focus, and sound hearing. The ability to speak clearly and coherently is required. While performing the duties of this job, the employee is regularly required to sit; use hands, talk, and hear. The employee is frequently required to reach with hands and arms. On occasion, the employee is required to stand, walk, stoop, kneel, or crouch. The employee is required to operate a computer and office productivity machinery, communicate across a variety of media, and work in close proximity to others. The role may also require the employee to work in inclement weather during special activities and work at a desk for extended periods of time.

To Apply

Please fill out an [employment application](https://www.peninsulaschool.org/about-us/join-our-team) (also found on the Join Our Team page of our website <https://www.peninsulaschool.org/about-us/join-our-team>) and send it with a cover letter and resumé, to HR@peninsulaschool.org.