



Now Hiring:

ASSISTANT DIRECTOR OF ADVANCEMENT & ALUMNI RELATIONS

New City School is seeking a strategic, relationship-focused, and highly organized Assistant Director of Advancement & Alumni Relations to join our Advancement team. This full-time role plays a vital part in strengthening connections with families, alumni, volunteers, and donors while supporting the school's fundraising priorities and community engagement efforts.

Working closely with the Director of Advancement, the Assistant Director supports major fundraising initiatives, including the New City Fund and Capital Campaign, while providing leadership for alumni relations, volunteer coordination, events, and Family Association partnerships. This position offers an opportunity to make a meaningful impact within a collaborative, mission-driven school community.

KEY RESPONSIBILITIES

- **Fundraising & Advancement Support:** Partner with the Director of Advancement to implement annual fundraising strategies, including the New City Fund, Capital Campaign, and other strategic initiatives; support donor stewardship, recognition, and volunteer engagement efforts.
- **Database & Systems Oversight:** Provide oversight of donor and alumni data systems, including Blackbaud Raiser's Edge NXT, Square, and mobile bidding platforms; ensure data accuracy, effective reporting, and serve as a cross-trained back-up for database processes.
- **Alumni Relations & Communications:** Develop and implement strategies to strengthen alumni and alumni parent engagement through communications, storytelling, events, and volunteer opportunities; maintain accurate alumni records and support advancement-related communications and website updates.
- **Event Planning & Management:** Lead planning and execution of major school and advancement events—including the Annual Auction, Trivia Night, Grandfriends Day, and Graduation—managing logistics, timelines, volunteers, communications, and post-event follow-up.
- **Family Association & Community Engagement:** Serve as the primary staff liaison to the New City School Family Association; support leadership, committees, and activities; manage school merchandise sales and provide logistical support for school-wide initiatives.
- **Volunteer Coordination:** Recruit, train, and support volunteers for advancement, alumni, and school initiatives, ensuring a positive, mission-aligned volunteer experience.
- **Administrative & Board Support:** Assist with Board of Trustees and Development Committee preparation, respond to inquiries from donors and families, and support the Director of Advancement with special projects as needed.



QUALIFICATIONS

- Bachelor's degree
- Minimum of five years of administrative or development/fundraising experience in an independent school, nonprofit, or similar organization
- Strong proficiency in Microsoft Office Suite and Google Workspace; advanced Microsoft Excel skills required
- Experience with donor databases and fundraising systems, particularly Blackbaud Raiser's Edge NXT or similar software, highly preferred
- Experience with mobile bidding and event management software preferred
- Prior volunteer management and special event experience required
- Excellent organizational skills, attention to detail, and ability to manage multiple priorities
- Strong written and verbal communication skills with a collaborative, team-oriented approach
- Ability to work additional hours as needed, including occasional mornings, evenings, weekends, and local travel

WORK ENVIRONMENT AND COMPENSATION

- Full-time, exempt position
- Competitive salary, commensurate with experience
- Comprehensive benefits package, including health insurance, retirement contributions, and paid time off
- Supportive, mission-driven work environment that values collaboration and professional growth

TO APPLY: Qualified candidates should send a letter of interest and resume in one PDF to: **Dee Harvill, Director of Advancement, at धारविल्ल@newcityschool.org**. Please indicate "Assistant Director of Advancement & Alumni Relations" in the subject line.

NEW CITY SCHOOL is a leading independent school located in St. Louis' historic Central West End neighborhood, enrolling approximately 345 students from age 3 through 6th Grade. Our teachers provide an education that is challenging yet developmentally appropriate and supportive, as they work to empower and encourage children to be active and engaged learners.

OUR MISSION: New City School inspires children to engage joyfully in learning and achieve academic excellence while cultivating their personal strengths and passions, and empowers their students to build community and advocate for a more just and equitable world.

At New City School, we recognize a diverse faculty and staff is a strength that impacts and enhances all aspects of our school. We celebrate our inclusive school environment and are eager to accept applications from candidates of all backgrounds and perspectives. New City School does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities, hiring practices or operations.