Advancement Assistant

Mount Carmel Academy

Mount Carmel Academy seeks a detail-oriented and mission-driven Advancement Assistant to support the Advancement Office. This full time position is ideal for a collaborative professional who enjoys multitasking, supporting events, and contributing to a fast-paced environment.

Key Responsibilities

- Serve as support for the Advancement Office, managing database and daily correspondence.
- Maintain accurate and detailed records in the advancement database, including data and gift entry, reporting, recordkeeping and donor acknowledgements.
- Support alumnae engagement, special events and class reunion communications.
- Assist with fundraising initiatives, invitations, emails and stewardship materials.
- Coordinate mailings and follow-up communications for events and campaigns.
- Provide on-site support for advancement events as needed.
- Maintain confidentiality and demonstrate exceptional attention to detail in all responsibilities.
- Assists with additional duties as needed to support the Advancement team.
- Reconcile donation reports with accounting department.

Qualifications

- Strong organizational skills with exceptional attention to detail.
- Proven experience in database management with proficiency in eTapestry or a CRM software, Microsoft Office, Excel and Word.
- Basic design/layout experience a plus.
- Ability to multitask, meet deadlines, and adapt in a fast-paced environment.
- Strong written and verbal communication skills.
- Positive, team-oriented attitude with a commitment to the mission of Catholic education.
- Experience in an advancement department or non-profit organization preferred.

This is an excellent opportunity to be part of a dedicated team that supports Mount Carmel Academy's mission of educating young women in the Catholic Carmelite tradition through faith, knowledge, and service.

How to Apply

Interested candidates should submit a résumé, cover letter and references to:

advancement@mcacubs.org

or mail to:
Director of Advancement
Mount Carmel Academy
7027 Milne Boulevard
New Orleans, Louisiana 70124