



**Job Title:**           **ADVANCEMENT ASSOCIATE**

**Reports To:**       **Vice President of Advancement and Communications**

**Classification:**   **Non-Exempt / Full-Time / 12-month**

### **Job Summary**

La Salle Prep seeks a highly skilled professional to serve as the Advancement Associate, supporting the Advancement Office and reporting to the Vice President of Advancement and Communications. The primary responsibilities include supporting special events and projects related to fundraising and community building in support of La Salle Prep's strategic goals and mission. This position requires a proactive approach in planning and good judgement in problem solving. The Advancement Associate/Special Events Coordinator must be able to work in a fast-paced, collaborative office environment and demonstrate a high degree of professionalism.

### **Our Mission**

Inspired by [St. John Baptist de La Salle](#), La Salle Catholic College Preparatory develops students of faith, service, and scholarship by providing a transformative education allowing students to realize their maximum potential and use their gifts to serve Christ and humankind.

La Salle optimizes financial and academic accessibility for students, especially the underserved, who desire a rigorous and relevant education preparing them for college and life.

The La Salle Prep community inspires students to find their voice as global citizens, to put their faith into action, and to lead exceptional lives of integrity, honoring the God-given dignity of all.

### **Equity Statement**

Guided by our Lasallian Catholic mission and core belief in God's presence in all things, La Salle Catholic College Preparatory commits to equity, inclusion, diversity, and justice. [View our full equity statement here.](#)

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to the following:

### **Event Support**

- Provide event management support to the Director of Giving and Alumni Relations and Director of Giving and Donor Relations for three major events: Believe Benefit Dinner, Yulefest and Golf Tournament.

# LA SALLE

CATHOLIC COLLEGE PREPARATORY

- Manage event registration, guest lists, calendaring and collateral for major fundraisers.
- Recruit and lead a team of volunteers for events to organize, plan, and staff events.
- Work with vendors for event support including but not limited to: catering, rental equipment, lighting, etc.
- Ensure regulatory compliance with raffle licensing (DOJ/OLCC).
- Coordinate and manage all aspects of the annual Student Fundraiser Wreath Sale.
- Provide general administrative support for smaller events, including Career Day, class reunions and community engagement events.

## **Volunteer Management**

- Responsible for coordinating the Volunteer Program including promotion, recruitment, training, scheduling, data entry, etc. Manage the selection process for the annual Community Champions Award.
- Lead the Praesidium Academy child abuse prevention program, including volunteer background checks and training.
- Provide knowledge, support and encouragement to volunteers; assist in scheduling, tracking, and communication with volunteers.

## **Marketing & Design**

- Support the design of high-quality print and digital assets to support Advancement initiatives, including event collateral, signage, invitations, programs, sponsor recognition displays, and stewardship materials.
- Maintain a consistent visual identity across all materials, ensuring professionalism, clarity, and accuracy.
- Manage sponsor logo accuracy, recognition placements, permissions, and usage guidelines.
- Monitor and process print-related invoices in accordance with school financial procedures.

## **Administrative Support**

- Provides departmental support for a team of 5 professionals.
- Serve as a primary liaison for school constituents (parents, alumni, donors, and staff) to coordinate special events (and administrative projects) that advance La Salle Prep's strategic goals.
- Handle all administrative details associated with the Advancement Office.
- Serve as primary contact for volunteers, customers and vendors.
- Provide support for the management of the Spirit Store, including tracking inventory, scheduling volunteers, stocking merchandise, and maintaining processes and procedures related to the store.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill



and/or ability required. Reasonable accommodation can be provided to enable individuals with disabilities to perform the essential functions. The position requires some evening and weekend work.

### **MINIMUM EDUCATION and/or EXPERIENCE**

- Prefer demonstrated experience of 3-5 years in a related field.
- Event planning and management experience preferred.
- Proficiency (intermediate to advanced) with Microsoft Office Suite, Google Workspace and CRM (customer relationship management software) database entry. (La Salle uses Bloomerang and SchoolAuction software.)
- Demonstrated experience in Canva or other design programs preferred.

### **SKILLS**

- Strong culturally competent interpersonal communication skills and the ability to work effectively with a wide variety of people.
- Ability to communicate concisely and effectively, both verbally and in writing.
- Strong organizational skills are necessary to meet deadlines and to satisfy the requirements of the position.
- Ability to anticipate and take initiative and know when to seek counsel.
- Detail-oriented and able to work under time-sensitive deadlines; ability to multi-task, prioritize and follow through on concurrent projects.
- Team player, resourceful problem-solver, and reliable and flexible colleague.
- Ability to recognize and value perspectives and experiences beyond one's own to develop and maintain relationships within the community.

### **REQUIREMENTS**

- Ability to attend and assist with a select number of evening and weekend activities.
- Must have reliable transportation available daily to complete work-related tasks within the Portland metro area.
- Most tasks to be completed in a typical office setting (long periods of sitting), however, setting up a wide variety of events and activities will require extended time standing as well as lifting and carrying heavy items (i.e. tables, chairs, supplies, etc.). Most items weigh 20 pounds or less.
- Must be willing to become a Child Abuse Prevention trainer, using the Praesidium Academy training materials.