



Advancement Assistant Job Description The Mary Louis Academy

Mission and Background

The Mary Louis Academy in Jamaica Estates, NY is a Catholic college preparatory school for young women sponsored by the Sisters of St. Joseph of Brentwood, NY, and rooted in their charism of unity, reconciliation and inclusive love that embraces all of creation. In an atmosphere that fosters academic excellence and respect, we seek to empower young women to realize and value their own unique gifts – spiritual, intellectual, social – and to use their gifts as leaders in creating a just society. We are a community that celebrates cultural diversity and continues the Catholic tradition of service.

As a single gender school, we are aware of our unique opportunity to help our students appreciate their womanhood and to develop their gifts in an atmosphere which fosters academic excellence and respect. As educators, we provide an environment shaped by Christian ideals that nurtures the whole person by integrating faith and life. We foster an awareness of an active engagement in ecological stewardship. We recognize that shared partnership with parents and guardians in developing young women who will take responsibility for their life choices and value service to their community. In a world increasingly impersonal, we endeavor to empower each student to realize and value her own unique spiritual, intellectual, physical, emotional and social potential as a leader in today's society.

Advancement Assistant

The Mary Louis Academy is conducting a search for an Advancement Assistant to streamline the operations of the Advancement Office. The Advancement Assistant will be responsible for database management, digitization of archival materials, communications support, department calendar management, and related administrative functions. This role reports directly to the Development Director and supports TMLA's fundraising, stewardship, and engagement initiatives. The ideal candidate is highly organized, detail oriented, collaborative, and committed to supporting the mission of TMLA through effective operational and administrative support.

The top characteristics/qualities TMLA seeks most in an Advancement Assistant:

1. Excellent written and verbal communication skills
2. Strong organizational and time management abilities
3. Proficiency in data accuracy
4. Ability to manage multiple projects and deadlines simultaneously
5. High level of discretion and professionalism with confidential information
6. Detail oriented with strong follow through
7. Strategic thinker and creative problem solver
8. Collaborative mindset and willingness to support a team environment
9. Comfort working with technology and learning new systems
10. Commitment to the mission of Catholic education and TMLA



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The six focus areas for the Advancement Assistant role:

1. **Database & Stewardship** - Maintain accurate alumnae and donor records, track engagement, and support stewardship initiatives through effective database management.
2. **Reporting & Analytics** - Familiarity with necessary reports to support departmental planning, fundraising efforts, and data informed decision making.
3. **Calendar & Project Coordination** - Maintain the Advancement Office calendar, track deadlines and project timelines, and support preparation for events and campaigns.
4. **Communications Support** - Assist with office communications including mailings, email support, acknowledgments, transcript requests, and education verification requests.
5. **Financial & Administrative Support** - Support departmental deposits, disbursements, reconciliation processes, and coordination with the Finance Office.
6. **Archives & Records Digitization** - Support the preservation and digitization of school records, photographs, publications, and archival materials.

Responsibilities

- Work closely with the Development Director to implement and maintain the Advancement Office calendar and project timelines
- Support Advancement Office communications, including executing mailings, managing alumnae transcript requests and education verification requests, and assisting with departmental emails
- Maintain accurate records and implement database management procedures, including repetitive data entry and standardization projects
- Run regular reports and assist with tracking fundraising and engagement metrics
- Support the department's deposits, disbursements, and financial reconciliation processes in coordination with the Finance Office
- Assist with donor stewardship and acknowledgment processes
- Coordinate administrative support for Advancement events and initiatives
- Support the digitization and organization of school records and archival materials
- Assist with maintaining office systems, files, and operational procedures
- Perform additional duties as assigned in support of the Advancement Office and school mission

Qualifications

- Bachelor's degree preferred
- Excellent organizational, communication, and administrative skills



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- Understanding of and respect for confidentiality, particularly regarding donor and alumnae information
- Working knowledge of Blackbaud Raiser's Edge NXT preferred, but not required
- Proficiency with Google Workspace tools, especially Google Sheets
- Strong attention to detail and ability to manage multiple priorities
- Highly organized with the ability to implement and maintain departmental calendars and workflows
- Strategic thinker and creative problem solver
- Experience working in an independent Catholic school environment preferred, but not required
- Ability to work both independently and collaboratively in a mission driven environment

To Apply

Candidates should submit the following materials as separate PDF documents to [hiring@tmla.org](mailto: hiring@tmla.org):

- A cover letter expressing their interest in this position.
- A current and thorough resume of no more than four pages.