

## Advancement Associate- Part time

### THE MISSION:

*Salesian College Preparatory is a Catholic school that educates young men and women to develop into good citizens for the betterment of society and the glory of God. Salesian combines the elements of home, school, church, and playground in a supportive and caring environment, in accordance with St. John Bosco's educational philosophy of reason, religion and loving kindness.*

### THE OPPORTUNITY:

The Advancement Associate supports fundraising and donor engagement initiatives by managing constituent records, processing gifts, maintaining database integrity, coordinating donor stewardship activities, preparing reports, and assisting with advancement communications. The role requires strong organizational skills, attention to detail, proficiency with donor database system (Raiser's Edge), and the ability to manage confidential information while collaborating with development staff to strengthen donor relationships and support fundraising goals.

### DUTIES & RESPONSIBILITIES

- **General Support:**
  - Function as point staff for gift processing and tracking.
  - Maintain and update constituent records in the donor database and ensure data integrity through data entry
  - Run reports, synthesize information, and share frequent updates about current and prospective donors with the DoD.
  - Work closely with the Finance department on incoming gift processes and reconciliation efforts.
- **Cultivation:**
  - Support the DoD's efforts to build relationships / research potential prospects by performing wealth screens, identification efforts.
  - Communicate with donors on the phone, and by email when needed.
  - Prepare and send acknowledgment letters as required within 24 hours.
  - Coordinate and execute special mailings, including holiday cards and donor appeals, and prepare accurate research on prospects and assemble materials for cultivation and solicitation visits.
- **Acquisition:**
  - Research and identify potential partners and donor prospects.
  - Locate key foundation contacts and grant information in *Instrumentl*.
- **Other Development Tasks:**
  - Within *3 months* achieve proficiency in Blackbaud CRM for development functions.

### ACCOUNTABILITY:

- Accountable, supervised, and evaluated by the Director of Development

### QUALIFICATIONS:

- Bachelor's degree preferred
- Extensive experience with donor databases (Raiser's Edge)
- Excellent oral and written communication skills
- Judgment with the ability to maintain privacy and confidentiality
- Proficient with Microsoft Word, Google and Excel
- Impeccable time management skills with the ability to multitask
- Detail-oriented approach with ability to work under pressure to meet deadlines

### SALARY & BENEFITS

- 20 hrs/week, non-exempt
- \$25 - \$28 / hour
- Monday - Friday with occasional evenings or weekends as needed

### TO APPLY:

Applicants must submit a cover letter and resume via email to application@salesian.com with the subject line: "Advancement Associate". Please include your full name, email address and mobile number.