

Vacancy Posting: Advancement Associate

Founded in 1897, The Ursuline School is a private, independent, Catholic, college preparatory school for girls in grades 6-12. Located in New Rochelle, NY, 20 miles north of Manhattan, it thrives on a 13-acre modern campus equipped with state-of-the-art facilities. The school is part of a network of educators at secondary Ursuline schools and colleges across the globe. It is accredited by the National Association of Independent Schools and the NY State Board of Regents and is an active member of the NY State Association of Independent Schools and the International Coalition of Girls Schools. The school has a fine tradition of scholarship, best known for rigorous academics, robust service opportunities, and dedication to the education of the whole person.

Start Date: Immediate Vacancy

Position: Full-time, 12-month

Salary Range: \$50,000 - \$60,000, commensurate with background and experience

Reports to: Chief Advancement Officer

Responsibilities: This is an entry-level position. The Advancement Assistant will work closely with the other members of the Advancement Team, collaborating on a variety of fundraising activities including stewardship of donors, assisting with events, providing administrative support to members of the Advancement Team, and other duties as assigned. Opportunities for growth and development are possible by attending workshops or conferences.

Experience/Qualifications: We seek qualified and motivated candidates with as many of the following areas of knowledge, ability, skills and experience as possible:

- Bachelor's degree required
- Excellent organizational skills and detail oriented
- Experience volunteering for a non-profit or organizing small scale events is a plus, whether at the college level or as professional experience
- Ability to positively represent The Ursuline School and its mission with donors, faculty, students, parents and other constituents
- Ability to effectively communicate both written and verbally with the intended audience
- Ability to work independently with limited direct supervision
- Proficiency with MS Office, including Word, Excel and PowerPoint
- Familiarity with the Google suite of applications
- Familiarity with Raisers Edge a plus
- Willing to become involved in the life of the school as a full school community member
- Ability to work evenings and weekends as needed.

Interested candidates should submit a cover letter and resume to: employment@ursulinenewrochelle.org

The Ursuline School is an equal employment opportunity employer committed to hiring faculty, administration and staff of diverse backgrounds. Our community promotes respect for individuals regardless of race, color, religion, national origin, sex, age, disability, or any other state or federally protected classification.