

Advancement Associate

SALARY RANGE: \$60-65k

St. John's School is seeking an ambitious, collaborative, and proactive Advancement Associate with an inclusive mindset to join our team. The Advancement Associate reports to the Director of Portfolio Management. The Advancement Associate should assist with the department's fundraising, event planning, gift entry and stewardship tasks throughout the school year as well as other departmental operations. The Advancement Associate also will play a key role in ensuring the smooth functioning and effectiveness of the department by helping as needed on special projects, maintaining calendars, and ordering supplies.

St. John's is an independent, co-educational day school presenting a 13-year sequence of college preparatory training. A non-profit institution, it was founded in 1946 to provide the community with a school of exacting standards in the development of individual, spiritual, ethical, intellectual, social, and physical growth. While the means to achieve that purpose may change, it remains the basic mission of the School.

EDUCATION and/or EXPERIENCE:

- Candidates must have a Bachelor's degree.
- Experience in fundraising and working with volunteers is a plus.
- Attention to detail, good phone skills, teamwork, and organization are key skills.
- The ability to demonstrate poise, tact, confidentiality, and diplomacy in all situations.
- Availability to work occasional evenings and weekends is required.
- Experience in Raiser's Edge is a strong plus.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist the Director of Portfolio Management with the preparation of proposals for major gift and foundation requests.
- Assist Director of Portfolio Management in the creation and distribution of endowment donor stewardship bi-annual reports.
- Manage the scholarship recipient program including the coordination of student acknowledgement letters and identification of student candidates.
- Assist in planning a variety of St. John's Fund (annual fund) events including fundraising, stewardship, and volunteer appreciation events throughout the year including catering, nametags, venues, flowers, and entertainment.
- Assist Annual Giving Manager and Director of Portfolio Management in prospect screening for wealth ratings.
- Maintain RSVPs through events - electronic and phone.
- Provide support to the Advancement team with meeting preparation, room reservations, catering orders, and note-taking.

- Provide executive-level support to the Director of Advancement with calendar, meeting preparation, and special projects.
- Work closely with the communications team to ensure the timely availability of all stock letterhead, response envelopes, and pledge cards for solicitation mailings and invitations.
- Maintain a spreadsheet of available annual endowed faculty teacher and master teacher awards and facilitate their stewardship letters to award donors.
- Facilitate stewardship of annual Upper School Awards by communicating with recipients and updating donors on presentation of awards.
- Update campus-wide donor recognition plaques/scrolls as annual awards are presented.
- Assist Data & Gift Entry Coordinator with database clean-up and maintenance.
- Maintain the department calendar and help plan staff celebrations.

The above noted job description is not intended to describe in detail the many tasks that may be assigned. Since the nature of business demands change, so too, may the essential functions of this position.

Link to Apply:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=276921&clientkey=68E0F18F1A5665C6F72B0250E7CD8404>