

DEVELOPMENT ASSOCIATE, Starting July 2010

Located in Boston's historic Beacon Hill, The Advent School is an independent, non-religious school for students from Early Childhood (pre-K) to Grade 6. Founded in 1961, Advent provides an outstanding education grounded in social justice. The Advent School will be fifty years old in 2011 and is preparing for a major campaign and birthday celebration. Visit www.adventschool.org to learn about our school.

We seek an experienced and enthusiastic development professional with top-notch interpersonal, administrative, and technology skills for the position of **Development Associate**. Reporting to the Director of Development and Communications, the Development Associate will play a central role in enabling The Advent School to meet its annual fundraising goals.

Core responsibilities include overseeing the Annual Fund, Spring Benefit and Alumni Relations, and maintaining the development database (Raiser's Edge).

Bachelors degree with 2 or more years experience in a non-profit development office, preferably a school or educational organization. Experience with Raiser's Edge, advanced computer skills including MS Word, Excel and mail-merge required.

Core Responsibilities:

- Coordinate Annual Fund including phonathon and direct mail appeals
- Oversee the Alumni Relations office including outreach and special events
- Maintain Development Office database (Raiser's Edge), handle all gift processing and acknowledgements, produce development reports and donor lists for the Annual Report.
- Oversee the annual Spring Benefit, providing staff support for the committee of parent volunteers.
- Work with the Parents Committee and volunteers to identify and coordinate new fundraising activities appropriate to the School's mission and values.
- Coordinate Development Office's day-to-day activities, including correspondence, organizing meetings, information management, calendars, and contact lists.
- Coordinate logistics for donor cultivation events and Development Committee meetings.
- Participate in related tasks to support fundraising.

Qualifications and characteristics of the successful candidate:

- Advanced computer skills including MS Word and Excel, competency with mail-merge.
- Experience with Raiser's Edge databases, preferably in an educational setting
- Exceptional interpersonal, oral, and written communication skills (including clear and compelling prose).
- Superb organizational skills, ability to prioritize multiple assignments, and meet goals and deadlines.
- Passion for excellence with high standards for personal and team performance.
- Attention to detail and accuracy.
- Ability to work collaboratively and cooperatively, as well as alone.
- Comfort and ease, speaking with donors, both in person and on the telephone.
- Drive, warmth, a positive outlook, and a sense of humor.
- Willingness to work occasional nights and weekends.

Please e-mail cover letter and resume to:

Suzanna Schell

Director of Development and Communications

sschell@adventschool.org

No phone calls.