



Job Profile

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| Job Title: | Administrative Assistant to Advancement |
| Department: | Advancement |
| Reports to: | Director of Advancement |
| Date: | 5/30/2024 |

Job Status:

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| Exempt <input type="checkbox"/> | Non-Exempt <input checked="" type="checkbox"/> |
| Full-time <input checked="" type="checkbox"/> | Part-time <input type="checkbox"/> |

General Summary

What is the primary purpose of this position?

The Administrative Assistant to the Advancement Department will play a crucial role in supporting The Director of Advancement and the efficient functioning of the entire advancement team at St. Francis Catholic High School. This person will provide administrative support to ensure the smooth execution of various projects, fundraising activities, and initiatives aimed at advancing the school's goals and objectives. This person must possess a high degree of integrity and exhibit a belief and passion for the mission of St. Francis. This is a full-time, hourly position.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

Advancement:

- Provide support to the Director of Advancement and the advancement team. Duties may include preparing written correspondence, assisting with events, greeting visitors, arranging meetings and appointments, assisting with volunteer management and tracking, updating the database, maintaining files, and other administrative support duties.
- In collaboration with the Director of Advancement, implement and execute the yearly plan and calendar for all annual fund solicitations and activities.
 - Champion and project manage the Day of Giving campaign.
 - Support the Alumnae Relations Associate to secure alumnae and alum parent participation in annual fund and other appeals.
 - Provide creative and marketing support for the department.
- Support and nurture the stewardship program by treating all donors with graciousness and appreciation regardless of the size or frequency of gifts. This includes oversight of timely thank you letters, thank you calls, and managing the student execution of thank-a-thon phone campaigns.
- Provide support to the Director of Advancement and Development Coordinator as point of contact when out of office and additional responsibilities as needed.
- Provide support as needed for Advancement activities including all major events and constituent-focused events.



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- Provide support to President's Leadership Council as needed for quarterly meetings and year-end Volunteer Appreciation Event. Collaborate with Parent/Grandparent Clubs on leadership roles and rosters.
- Work in conjunction with front office staff/'volunteer committee' to provide support to current families in maintaining and monitoring the family service hour volunteer program, communicating with families and performing year-end reconciliation of hours.
- Successfully foster and support an inclusive educational environment.

Donor Data Management:

- Provide backup support to the Development Coordinator by helping to manage and maintain the fundraising database.
- Assist with the development and execution of print and email appeals for the Advancement Department.
- Work to protect the integrity and confidentiality of all donor data.
- Assist Advancement Department with queries, reports, spreadsheets, and other data as needed.

Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

Education:

Associate Degree or equivalent required. Bachelor's Degree preferred.

Specialized training:

Google suite, including spreadsheets, PowerPoint and databases. Experience with donor management software, preferably Raiser's Edge.

Job experience:

1-3 years of experience in fundraising, development, marketing, customer service, or high-level administrative role. Prior experience in a school setting desirable.

Technical/Functional skills:

- Demonstrated commitment to handling confidential and sensitive information with the highest standards of discretion.
- Ability to make sound decisions, anticipate or recognize problems and opportunities, escalate appropriately, and work to resolution with minimal supervision.
- Exceptional written and verbal communication skills, with particular expertise in writing and editing.
- Ability to relate well to all kinds of people inside and outside the organization.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high school students and their families.
- Strong project management skills with ability to remain on-task and ensure timelines are met. Can accurately prioritize projects and appropriately manage workflow.
- Ability to collaborate with the team to produce timely results and achieve or exceed common Advancement goals and deadlines.



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- Superior organization skills with strict attention to detail.
- Advanced computer skills.
- Marketing & design experience, preferably in Canva.
- Experience in email marketing platforms, preferably MailChimp.

Other Requirements:

- May need to work a flexible schedule to accommodate events scheduled on evenings and weekends.
- Other duties as needed to support the work of the department and the school.

Employee Signature:

Date:

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Supervisor Signature:

Date:

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HR Signature:

Date:

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