

Job Description

Job Title: Advancement Administrative Assistant

Department: Advancement

Reports To: Director of Advancement

Position Summary: The Advancement Assistant plays an important role by providing administrative support to the Advancement Office, working closely with all members of the Advancement Team to support department goals. The Assistant shall collaborate with both Directors to help facilitate all fundraising activities and events for the High School throughout the school year, communicating with other school employees, parents, students, Alumni, donors, and friends of the School.

Duties and Responsibilities:

1. Maintain guest lists, gather and prepare invitation and registration materials, and other duties as assigned for various fund-raising events.
2. Solicit, train, and oversee activities of volunteers needed for each fundraising effort. Organize materials as needed.
3. Help maintain departmental and individual donor files.
4. Handle administrative details associated with Advancement-related meetings, including preparing notices, agendas, and minutes.
5. Assists with all Departmental mailings, including parent and grandparent mailings, donor solicitations, invitations to various events, annual appeal mailings, and others as needed.
6. Assist in preparing materials for external and internal distribution (copying, filing, mailing, emailing, etc.).
7. Assemble media and donor materials for events and meetings.
8. Maintain and document income and expenses for each fundraising effort.
9. Help coordinate efforts with other staff, students, and parents for all fundraisers, including annual dinner auction, magazine drive, Mega Raffle, car raffle, etc., to include communication, documentation, and distribution of information, materials, and incentives.
10. Data entry to include updating records, gift entry, and adding new information.
11. Other duties as requested or assigned.

Job Knowledge, Skills, and Abilities:

1. Excellent interpersonal skills. Must be able to communicate effectively with other staff, students, parents, donors, and the general public. Must represent the School and the Advancement Office in a professional and welcoming manner.
2. Must be flexible and a team player. This position supports the goals of the entire Advancement Office.
3. Must have the ability of maintain absolute confidentiality and professionalism.
4. Advanced analytical ability and critical thinking skills are required for database responsibilities and troubleshooting. Must be organized and have the ability to work as a team or independently.
5. Experience with PC applications, including proficiency in Microsoft Word and Excel.
6. Experience with Raiser's Edge a plus, or a willingness to learn.
7. Excellent verbal and written communication skills. Convey and present information effectively and concisely.
8. Attention to detail in composing, typing, proofing materials, establishing priorities, and meeting deadlines.

Please send your resume by mail to the Advancement Office at St. Francis Borgia Regional High School at 1000 Borgia Drive, Washington, Missouri 63090, or by email to bridget.callahan@borgia.com with "Advancement Assistant Opening" in the subject line. Resumes will be accepted until March 31, 2019.