



## St. Michael's Episcopal School

### **Advancement Associate (part-time, 25 hours per week)**

*Revised: April 2025*

- Mission:** St. Michael's Episcopal School nurtures the spirit, ignites the mind, and celebrates childhood in a community of love, affirmation, and belonging that fosters educational excellence.
- Position:** Advancement Associate (part-time, averaging approximately 25 hours per week; reduced summer hours)
- Reports to:** Director of Development

**Candidates should forward a cover letter and resume to Anne McCoy, Director of Development, at [amccoy@stmschool.net](mailto:amccoy@stmschool.net).**

**Job Summary:** St. Michael's Advancement Associate will work with the Director of Development to maintain the smooth operation of the School's Development Office. The position requires a high degree of computer and database literacy, exceptional organization, problem-solving, and attention to detail. The Advancement Associate will manage all of St. Michael's external mailings for fundraising appeals and donor acknowledgments. The Advancement Associate will also assist the Director of Development in the design, planning, and execution of the School's special events.

**Overall Responsibility:** St. Michael's Advancement Associate provides direct and logistical support for all stages of the donor cycle, fundraising events, and strategic advancement efforts. This position coordinates all development database activities and the operations for advancement.

#### **Specific Responsibilities:**

- Create mailing lists for fundraising and friend-raising appeals and events based on database queries. Execute all external mailings.
- Take ownership of the DonorPerfect database, ensuring the highest levels of data integrity. Update all address changes, alumni status, and parent information. Add new records into Donor Perfect.
- Manage daily office procedures for gift and pledge accounting, acknowledgments, and data management. Ensure that all donors to the Annual Fund and Capital Campaign are thanked in a timely manner.
- Provide creative, logistical, and administrative support to the Director of Development in planning, preparation, and management of fundraising, donor recognition, and all community-based events both on and off campus.



- Perform clerical and organizational tasks to include, but not limited to, mail merges, maintaining filing systems and records, interfacing with vendors, data entry, event set-up and break-down, and creation of class volunteer calendars.
- Provide administrative support to the Director of Development for future capital campaigns.
- Other duties as assigned.

**Experience and Skills:** A successful candidate for the Advancement Associate position will be a detail-oriented, friendly, and flexible team player willing to work in a dynamic and communicative office setting. The candidate must have efficient, accurate usage of database systems and advanced experience working with Google Suite and Microsoft Office. The candidate must also have exemplary customer service and communications skills, meet deadlines, demonstrate effective use of time, and handle multiple assignments simultaneously. Responsibilities may include occasional nights and weekends as needed. This position requires sound judgment, discretion, and a high level of confidentiality with sensitive information. Experience working in an independent school or nonprofit environment is desired; experience in fundraising is a plus.

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