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**Part-Time Development Assistant**

Davidson Day School is a diverse independent school that cultivates academic excellence through collaboration, creativity, and character development.  Each student is offered an active, challenging learning environment through our broad array of programs.  We have approximately 550 students from 2-year-old through 12th grade and are located in Davidson, North Carolina.

We are seeking a part-time Development Assistant to join our staff for 20 hours per week. The Development Assistant will work with the Director of Development to support the fundraising and donor relation efforts of the school. The primary areas of responsibility will include administrative support and special event planning. This position will be non-exempt and report to the Director of Development.

*Responsibilities:*

* Responsible for the data integrity in the Raiser’s Edge database management system.
* Responsible for entering information into the Raiser’s Edge (RE) database including parent, grandparent and student constituent records.
* Responsible for processing all gifts and acknowledgments.
* At the direction of the Development Director, coordinate and execute direct appeal mailings.
* Track Annual Fund participation and communicate regularly with Annual Fund parent chairs regarding non-contributors and support their follow up.
* Assist with special event planning for fundraising events and donor appreciation events.
* Support the Development Director with any needs related to the capital campaign including scheduling meetings, entering prospect notes into the Raiser’s Edge database, and pulling reports.
* Attend and draft minutes from committee meetings, which may include the Development Committee, Capital Campaign Steering Committee, and Gala Committee.
* Function as the receptionist for the Development Office by answering phones, assisting with walk-in questions, and scheduling appointments.
* Assist with filing, mailing, scanning, copying and other administrative functions as needed to support the Development Office.
* Perform all other duties appropriate to employment as determined by the Head of School.
* Comply with all rules and regulations established as school policy.
* Maintain confidentiality of all sensitive information handled.

*Qualifications:*

* Bachelor’s degree preferred.
* Prior experience in an administrative position, preferably in an Independent School Development Office.
* Results and detail-oriented, highly organized, flexible, and enthusiastic about working in an educational environment. Excellent interpersonal skills for interacting with students, parents, and colleagues.
* Willingness to work some evenings, if needed, to attend special events.

If you are interested in this position, please send your resume and cover letter to hr@davidsonday.org.  Please note that reference checks, a background check, and a drug test are all pre-employment requirements.