



Advancement Assistant

Job Summary

The Advancement Assistant plays an important role in supporting the Advancement operations- fundraising, communications, and constituent relations- of The Fletcher School. The Advancement Assistant is responsible for providing donor database management and administrative support for the Advancement office including, but not limited to donor gift processing and acknowledgments, prospect research and regular data entry, creation of fundraising reports, and logistical coordination of various advancement related events and activities. The Advancement Assistant reports to the Director of Advancement and is a full-time, exempt employee.

Essential Duties and Responsibilities

The Advancement Assistant will:

- Actively support the mission of The Fletcher School in the execution of his/her role and responsibilities.
- Process donations and prepare acknowledgement letters, pledge reminders, and other giving correspondence.
- In coordination with the Finance Office, track and record donations, create and reconcile deposits, and prepare accompanying financial reports.
- Maintain foundation, corporation, and individual donor files.
- Create monthly fundraising reports and other database reports as needed to support staff and volunteers.
- Continually update and correct database records.
- Conduct research on prospective individual, corporate, and foundation donors.
- Handle all administrative details associated with the Advancement and Governance Committees of the Board of Trustees (i.e. prepare and distribute notices, agendas, minutes, etc.).
- Support advancement office correspondence, meeting and appointment scheduling
- Assemble donor packets, maintain guest lists, gather and prepare materials for fundraising events, meetings, and direct mail solicitations.
- Assist with other advancement office projects and programs, including occasional evening programs and events.
- Perform other duties as assigned.

Qualifications

- A Bachelor's degree or an equivalent combination of education and experience.
- At least two years prior experience in database management and entry, preferably in a fundraising environment.
- Prior experience with Blackbaud's eTapestry or a similar fundraising database preferred.
- Proficiency in Microsoft Office required.
- Excellent organizational skills and meticulous attention to details.
- Ability to meet deadlines while managing multiple projects and tasks.
- Strong written and verbal skills.
- A collaborative spirit and strong team ethic.
- A passion for education and a willingness to go above and beyond in support of students.

General Requirements

- A criminal history background check is required of all employees.
- A drug test is required of all employees.
- Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. The Fletcher School participates in the E-Verify program.
- References will be required; transcripts may be required.

The Fletcher School is committed to the principle of equal employment opportunity for all employees and applicants. All employment decisions at The Fletcher School are based on business needs, job requirements and individual qualifications, without regard to race, color, age, gender, sexual orientation, national origin, religion, creed, disability, family or parental status, or any other status protected by federal or state laws or regulations. The Fletcher School will not tolerate discrimination or harassment based on any of these characteristics.