

CHARLOTTE COUNTRY DAY SCHOOL

POSITION TITLE: Advancement Assistant
DEPARTMENT: Advancement
REPORTS TO: Director of Advancement
FLSA: Non-Exempt
TERM: 12 Months
STATUS: Full-time

The Advancement Assistant at Charlotte Country Day School is a key partner in the overall success of the Advancement office. This position supports the Director of Advancement and Director of Leadership Giving, coordinates overall team management, and partners on stewardship initiatives and key events. This position reports to the Director of Advancement who in turn reports to the Head of School.

ESSENTIAL FUNCTIONS:

Director of Advancement and Director of Leadership Giving Support

- Assist directors in scheduling various committee and team meetings
- Coordinate room reservations, complete events form, and order food and beverages as needed
- Attend Board of Visitors and Advancement Committee meetings and record key takeaways for distribution
- Email distribution of meeting dates, reminders, and action items
- Data entry of key event attendance into Raiser's Edge database
- Pull queries and invitation lists as needed for key events and major gift work
- Data entry of meeting updates from directors into Raiser's Edge database

General Office and Team Management

- Obtain PO #'s from Finance Department and maintain for Advancement Office
- Assist with vendor invoices and credit card reconciliations
- Renew and maintain yearly membership subscriptions
- Order office supplies and materials including refreshments and snacks
- Assist with office mailings as needed
- Prepare for team meetings and assist with team meetings and retreats as needed
- Budget
 - Assist Director of Advancement with preparing a proposed budget
 - Print and distribute yearly approved budget
 - Print and distribute monthly budget
 - Code invoices and manage advancement portion of budget as necessary
- Event Scheduling
 - Coordinate Advancement Office event dates and transfer dates to school calendar draft, received from Head's office
 - Coordinate team calendars

Stewardship and Key Events

- Play integral role in execution of key events, partnering with Director of Advancement, Director of Leadership Giving, and Special Events & Meeting Coordinator
- Work with key campus partners to ensure well-orchestrated meeting and materials are in hand
- Coordinate major donor/prospect stewardship efforts (example—holidays, end of year)

- Execute individual stewardship actions on behalf of Country Day and the Advancement Team including but not limited to ordering gifts, circulating and mailing cards, phone calls, and emails

Other responsibilities as assigned

EDUCATION, EXPERIENCE AND SKILLS:

- College degree or equivalent
- Minimum 2 years professional experience
- Reliable teammate who thrives on interacting across the entire department and has a strong work ethic
- Ability to build relationships with volunteers, donors and colleagues in a pleasant and professional manner
- Ability to exercise a high degree of confidentiality
- Strong verbal and written communication and technology skills
- Basic accounting principles knowledge and excellent time management skills
- Ability to work independently with accuracy and timeliness
- Proficient in Outlook, Excel, PowerPoint and Word
- Experience in Raiser's Edge/Blackbaud a plus
- Thrives in a fast-paced, dynamic and goal-oriented environment

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