



# JOB DESCRIPTION

<b>TITLE:</b>	Advancement Associate
<b>REPORTS TO:</b>	Advancement Director
<b>DATE:</b>	April 2024

**Check applicable interactive boxes below:**

Exempt     Non Exempt     Full-Time     Part-Time (# hours: )

## **PART I. Position Summary & Essential Functions**

### **Position Summary:**

O'Dea High School's Advancement Department is seeking a talented Advancement Associate in fundraising. Working closely with our Advancement Director this person will champion efforts for a capital campaign that will provide necessary funding for the school. They will work closely with staff, volunteer leadership, and general volunteers to project manage the campaign. The ideal candidate has a strong attention to detail, is an excellent project manager, and is a team player. This position will also assist on event logistics for our Advancement Events.

### **Essential Functions/Responsibilities:**

#### **1. Campaign Logistics and Coordination (40% of time)**

- a. Manage the details of the campaign.
- b. Coordinate volunteer meetings, logistics, and strategy meetings.
- c. Support the Administration Team and Advancement Director in managing donor portfolios. This includes preparing supporting materials for donor meetings, including prospect research, meeting briefs, and proposals.
- d. Provide support on correspondence for donor relations, meeting preparation, meeting follow up, scheduling, and meeting notes.
- e. In collaboration with the Advancement Associate, who works on our database, maintain accurate and updated constituent information in database.
- f. Perform other responsibilities related to the database and advancement office as needed.

#### **2. Campaign Donor Relations & Event Management (20% of time)**

- a. Oversee the execution of campaign house parties (in person or online) for 25-50 guests as well as other cultivation and fundraising events, including managing relationships with hosts, developing guest lists, collaborating with staff on invitation and collateral material, crafting event program, creating VIP lists for trustees and staff present.
- b. Oversee the execution of donor engagement opportunities such as student/staff lead tours, field visits, and meet & greets.
- c. Coordinate donor recognition activities and campaign records management.

**3. Fundraising Support & Advancement Event Support (40% of time)**

- a. Collaborate with Advancement team to support various ongoing fundraising efforts such as the annual campaign and events.
- b. Other Advancement Team fundraising support as needed.

**PART II. Minimum Qualifications** – Indicate the minimum education, experience and skills needed to satisfactorily perform the responsibilities of the position.

**Minimum Education Required - Check one box:**

- HS Diploma     Associate Degree     BA/BS     Masters     PhD/MD

List preferred related field for degree:

If experience will be considered in lieu of a degree, list the level of experience/education that will be considered.

2-4 years of experience in fundraising

**List any Professional License/Certification Required (i.e., LMSW, LCSW; CPA; CFRE):**

NA

**Minimum Experience/Skills/Competencies Required (e.g., Time Management, Communication):**

Excellent skills in time management, communication, and organization. Ability to prioritize work.

**Technical/Other (e.g. Data Management – knowledge of specific database software, the ability to extract and analyze data; knowledge of Microsoft Office Suite; knowledge of financial law, tax codes):**

Experience with Little Green Light and/or ability to learn database software and develop reports from data

**PART III. Physical Demands/Work Environment** - The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demand	Never	Occasionally (up to 25%)	Frequently (26-75%)	Constantly (76% or more)
Walking		X		
Bending		X		
Standing		X		
Stooping		X		
Sitting				X
Climbing	X			
Driving		X		
Traveling		X		
Extended hours and/or nights and weekends as needed		X		
Lifting up to 50 lbs. with or without assistance		X		
Lifting over 50 lbs. with assistance	X			

Physical Demand	Never	Occasionally (up to 25%)	Frequently (26-75%)	Constantly (76% or more)
Stretching/reaching				X
Distinguish smell/temperature				X
Hearing				X
Seeing				X
Speaking and communicating effectively with all people including some with diverse backgrounds				X
Operating computer and standard office equipment				X
Hand/finger dexterity				X
Motor skills and hand-eye coordination				X
Exposure to hazardous materials	X			
Exposure to outside activities that could include extreme temperatures or inclement weather		X		
Other:				

*The above statements describe the position as it exists now. They are not intended to be an exhaustive list of all responsibilities, duties and skills required in this position. It may be redesigned or reorganized at management discretion at any time.*

*Salary: Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills and prior relevant experience, degrees, and certifications. The salary range for this position is \$60,000 to \$70,000.*

*Benefits: A comprehensive package of benefits is offered including two medical plan options, dental, vision, life, accidental death and disability, long term disability, pension, 403(b), HSA, FSA, and generous sick leave, vacation, and holidays.*

**Approvals:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date