



JOB DESCRIPTION

TITLE:	Advancement Associate
REPORTS TO:	Advancement Director
DATE:	June 2025

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 skilled in event planning and community engagement. This role will strengthen relationships across the school community and build connections between O'Dea and our extended community, including alumni, neighbors, potential students/families, and other organizations. This person is responsible for coordinating and executing various events and initiatives that foster belonging, stewardship, and fundraising. Working closely with our Advancement Director, this person will champion our Advancement Team event planning efforts. They will work closely with staff, volunteer leadership, and general volunteers to execute event logistics, event contracts, and timelines. The ideal candidate has a strong attention to detail, is an excellent project manager, and is a team player.

Essential Functions/Responsibilities:

1. Advancement Event Logistics and Coordination (40% of time)

- Coordinate logistics for each event—timeline, space, communication, volunteers, and follow-up—with careful attention to detail and hospitality.
- Serve as a welcoming liaison for volunteers and community partners; ensure a positive experience from first contact through post-event follow-up.

2. Community Engagement (50% of time)

- Manage community engagement programming.
- Oversee strategic community relationships.
- Engage faculty and staff in community building partnerships.

3. Fundraising Support (10% of time)

- Complete Capital Campaign tracking and pledge collections.
- O'Dea Scholarship Program management.
- 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, project management, or event planning.

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			
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

Physical Demand	Never	Occasionally (up to 25%)	Frequently (26-75%)	Constantly (76% or more)
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. This position will include some hours outside normal working hours. Time will be flexed. 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 - \$75,000, paid at an hourly rate.

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.