



JOB DESCRIPTION

TITLE:	Advancement Associate
REPORTS TO:	Advancement Director
DATE:	June 2026

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 with strategic data management and analysis skills, as well as fundraising and special event experience. The position requires strong organizational skills and the ability to work on various projects simultaneously. The position assists with other Advancement Department duties as needed.

The Advancement Associate will support O'Dea's efforts to build upon our planned giving program, scholarship endowment campaign, and other fundraising efforts in collaboration with the Advancement Director. This position is also responsible for the administrative duties necessary for an efficient office. This includes database management, processing donations, and creating and exporting reports for strategic data analysis and market segmentation to support fundraising efforts. In addition, this position supports events and helps strategize digital fundraising plans for days of giving.

Essential Functions/Responsibilities:

1. Fundraising Support (50% of time)

- a. Collaborate with Advancement team to support various fundraising efforts such as planned giving and the scholarship campaign. Ensure all paperwork is received and donors are communicated with throughout the year.
- b. Send monthly pledge reminders for Annual Fund Campaign.
- c. Manage matching gift program.
- d. Manage the Advancement team communication calendar in collaboration with the Director of Marketing and Communication.

2. Strategic Data Analysis (20% of time)

- a. Generate data reports to support constituent segmentation and personalized fundraising efforts.
- b. Extract historical data from database to inform fundraising decisions and support alumni work.
- c. Work with Advancement team to strategize and develop monthly fundraising reports for staff.

3. Event Support (15% of time)

- a. Manage guest registration and the auction item database for events.
- b. Provide day-of-event support at registration.
- c. Provide logistical support as needed.

4. Maintain and manage Advancement Department’s database and related work (15% of time)

- a. Maintain accurate and updated constituent information in database.
- b. Deposit donations on a weekly basis and accurately record in the database.
- c. Process and mail donation acknowledgement letters on a weekly basis.
- d. Enter pledges received through registration from current families and maintain accurate information.
- e. Perform other responsibilities related to the database and advancement office 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):

Time management, communication, organization,

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):

Ability to learn database software and develop reports from data; strong knowledge of Microsoft Excel

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 medical, dental, vision, life, accidental death and disability, long term disability, pension, 403(b) and 403(b) matching, HSA, FSA, and generous sick leave, vacation, and holidays.