St. Michael's Episcopal School

Mission:
St. Michael's strives to provide children with superior academic instruction in an environment that acknowledges and develops Christian values.

Position: Advancement Assistant (part-time, 25 hours per week)
Reports to: Director of Development and Senior Development Officer

Job Summary: St. Michael's Advancement Assistant will work with the Director of Development and Senior Development Officer to maintain smooth operation of the School's Development Office. The position will take ownership of the database, ensuring the highest levels of data integrity. The Advancement Assistant will manage all of St. Michael's external mailings for fundraising appeals and donor acknowledgment. The Advancement Assistant will also assist the Director of Development and Senior Development Officer in the design, planning, and execution of the School's special events.

Overall Responsibility: St. Michael's Advancement Assistant will provide administrative support to the Director of Development and Senior Development Officer to ensure that the School's fund development program thrives, contributing to the continued growth of the institution.

Specific Responsibilities:

- Create mailing lists for fundraising and friendraising appeals and events based on database queries. Execute all external mailings.
- Maintain integrity of database. Update all address changes, alumni status, and parent information. Add new records into Donor Perfect.
- Manage the execution and mailing of tax acknowledgement letters. Ensure that all donors to the Annual Fund and Capital Campaign are thanked in a timely manner.
- Provide creative and administrative support to the Director of Development with appeals for the Annual Fund.
- Provide logistical and administrative support to the Director of Development and Senior Development Officer for all events at St. Michael's including the Auction, Grandparents' Day, the Annual Alumni Celebration, Eighth Grade Graduation, and Magic Dragon Day.
- Provide administrative support to the Director of Development and Senior Development Officer for the One.Together. Capital Campaign.
- Other duties as assigned.

Experience and Skills: A successful candidate for the Advancement Assistant position will be a detail-oriented team player willing to work in a dynamic and communicative office setting. The candidate must have advanced experience working with Microsoft Office. Experience working with databases is a must. The candidate must also have the ability to maintain strict confidentiality with sensitive information. Experience working in an independent school or nonprofit environment is desired; experience in fundraising is a plus.

St. Michael's Episcopal School provides children with superior academic instruction in an environment that acknowledges and develops the Christian values of kindness, respect, acceptance, integrity, responsibility, resilience, and compassion. Located on a stunning 70-acre campus, our K-8 co-educational community is small enough (375 students and 48 faculty-staff) for everyone to know one another, and large enough to provide rich curricular and co-curricular opportunities. Its student-teacher ratio is 11:1, and average class size 18 to 19 students. Students hail from 29 different zip codes. Founded in 1957, St. Michael's is accredited by the Virginia Association of Independent Schools (VAIS) and a member of the National Association of Independent Schools (NAIS). St. Michael's values diversity as an important element of serving its mission and thus considers applicants for all positions without regard to race, color, religion, sex, sexual orientation, national origin, age, marital or veteran status, disability, or any other legally protected status.

Candidates should forward a cover letter and resume to employment@stmschool.net .