



## **ADVANCEMENT OFFICE ADMINISTRATIVE ASSISTANT**

The Advancement Office Administrative Assistant reports to the Director of Advancement and is responsible for providing administrative support for the Advancement Office. The Administrative Assistant also processes philanthropic gifts and distributes acknowledgement letters in a timely fashion. In addition, the Administrative Assistant maintains updated contact information in the constituent relationship management database. Primary duties and responsibilities are outlined below.

### **Duties and Responsibilities:**

1. On a primary basis, provides administrative support for the Director of Development, including calendar management; telephone, mail, and email correspondence; report and list preparation; records management; and general project management.
2. Provides timely entry of daily gifts received, and produces and distributes correspondence acknowledging these gifts within 48-72 hours after receiving the gift. Prepares deposit for the Business Manager.
3. Works collaboratively with the Advancement team to enter new and updated constituent information into the database. Maintains the enrollment management database of prospective students and families. Serves as the primary department contact for demographic updates.
4. Distributes monthly pledge reminders. Assists in writing off pledges as requested.
5. Prepares weekly and monthly reports of gifts and pledges received.
6. Processes all matching gift forms, makes entries into the database, and sends to the appropriate company in a timely fashion.
7. Assists the Director of Advancement by providing administrative support related to all aspects of creating, editing, and distributing correspondence and solicitations.
8. Assists the Admissions and Marketing Director with preparing enrollment materials for enrollment events, elementary school visits, tours, shadow visits, and parent ambassadors.
9. Assists the Special Events Coordinator with the coordination and scheduling of events and volunteer activities.

10. Provides general office support such as filing, collating mailings, coordinating events, and other office-related support as needed.
11. Performs other duties and responsibilities as assigned.