



Job Title:	Advancement Associate Annual Fund
Department:	Advancement
Reports to:	Director of Advancement
Date:	2/14/2024

Job Status:

Exempt <input type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>
Full-time <input checked="" type="checkbox"/>	Part-time <input type="checkbox"/>

General Summary

What is the primary purpose of this position?

The Advancement Associate is primarily responsible for supporting the Director of Advancement and the Advancement Department in their efforts to enable and advance the mission and programs of St. Francis Catholic High School through planning, annual fund development, marketing, and stewardship of donors. This person must possess a high degree of integrity as the role is exposed to sensitive and confidential information. The person in this role must exhibit a belief and passion for the mission of St. Francis and have the ability to articulate the mission clearly and compellingly. This is a full-time, hourly position.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

- Advancement:**
- In collaboration with the Director of Advancement, set dollar, participation, and qualitative goals for the annual fund program.
 - Implement and execute the yearly plan and calendar for all annual fund solicitations and activities.
 - Champion and project manage the Thankful Thursday Day of Giving campaign.
 - In collaboration with the Finance Department, manage registration forms for annual fund pledges from current families made with tuition. Ensure regular follow-up on pledges to minimize year-end write offs.
 - Promote opportunities for older constituents to give tax-advantaged through Required Minimum Distributions (RMDs).
 - Work in conjunction with Alumnae Relations Associate to secure alumnae and alum parent participation in annual fund, Thankful Thursday, and other appeals.
 - Provide creative and marketing support needed for compelling campaigns. This includes drafting and collaborating on messaging; identifying compelling photos and images; and ensuring the website is accurate and compelling in all references to annual fund giving.



- Support and nurture the stewardship program by treating all donors with graciousness and appreciation regardless of the size or frequency of gifts. This includes oversight of timely thank you letters, thank you calls and managing the student execution of thank-a-thon phone campaigns.
- Provide support to the Director of Advancement and Development Coordinator as point of contact when out of office and additional responsibilities as needed.
- Provide support as needed for Advancement activities including all major events and constituent-focused events.
- Provide support to the Advancement Department to ensure donors are cultivated and stewarded and the team flawlessly executes outreach and appeal plans and events to meet or exceed budget expectations.
- Collaborate with the Advancement team in identifying and cultivating prospects. Build a personal awareness of donors and develop and implement strategies to connect them to the mission of the school.
- Identify moments that tell the St. Francis story through the mission and can be used in campaigns such as social media, appeals, photo opportunities and thank you notes.
- Build a thorough knowledge of all St. Francis programs and events to support desired advancement outcomes.
- Provide support to President's Leadership Council for quarterly meetings and year-end Volunteer Appreciation Event. Collaborate with Parent/Grandparent Clubs on leadership roles and rosters.
- Work in conjunction with front office staff/'volunteer committee' to provide support to current families in maintaining and monitoring the family service hour volunteer program, communicating with families and performing year-end reconciliation of hours.
- Successfully foster and support an inclusive educational environment.

Donor Data Management:

- Provide backup support to the Development Coordinator by helping to manage and maintain the fundraising database.
- Develop and execute print and email appeals for the Advancement Department, including identifying appropriate prospects and constituents for the various campaigns.
- Work to protect the integrity and confidentiality of all donor data. Work with the Development Coordinator to improve and correct inaccuracies.
- Perform research on prospective donors as assigned.
- Assist Advancement Department with queries, reports, spreadsheets, and other data as needed.



Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

Education:

Associate Degree or equivalent required. Bachelor's Degree preferred.

Specialized training:

Google suite, including spreadsheets, PowerPoint and databases. Experience with donor management software, preferably Raiser's Edge.

Job experience:

2-5 years experience in fundraising, development, marketing, customer service, database, or high-level administrative role. Prior experience in a school setting desirable.

Technical/Functional skills:

- Demonstrated commitment to handling confidential and sensitive information with the highest standards of discretion.
- Ability to make sound decisions, anticipate or recognize problems and opportunities, escalate appropriately, and work to resolution with minimal supervision.
- Exceptional written and verbal communication skills, with particular expertise in writing and editing.
- Ability to relate well to all kinds of people inside and outside the organization.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high school students and their families.
- Strong project management skills with ability to remain on-task and ensure timelines are met. Can accurately prioritize projects and appropriately manage workflow.
- Ability to collaborate with the team to produce timely results and achieve or exceed common Advancement goals and deadlines.
- Superior organization skills with strict attention to detail.
- Advanced computer skills with ability to use donor management software.
- Marketing & design experience, preferably in Canva.
- Experience in email marketing platforms, preferably MailChimp.

Other Requirements:

- May need to work a flexible schedule to accommodate events scheduled on evenings and weekends.
- Other duties as needed to support the work of the Department and the School.



Employee Signature:

Date:

Supervisor Signature:

Date:

HR Signature:

Date: