



## SAINT ANN'S SCHOOL

### **POSITION ANNOUNCEMENT:**

#### **ADVANCEMENT ASSOCIATE**

Saint Ann's School, an independent, non-sectarian day school enrolling approximately 1085 students in Pre-Kindergarten through High School, seeks an engaging, team-oriented Advancement Associate for the 2020-2021 school year. The ideal candidate will be an intuitive worker who is able to make inferences, adapt, and pivot quickly. We seek an individual who's flexible, personable, and a diligent worker with an eagerness to learn about all aspects of fundraising including the Annual Fund, campaigns, communications, alumni relations, events, and more. The Advancement Associate is an integral member of the staff and supports a dynamic, five person team.

#### **ABOUT SAINT ANN'S SCHOOL**

Saint Ann's School is a leading independent school located in Brooklyn Heights, New York. Since its founding in 1965, Saint Ann's has embraced a commitment to education for its own sake, oriented to the capacities of each individual student, free of the encumbrances of formal grading, prizes, and rankings. At the same time, we are unabashedly committed to excellence in all that we do. The lives of our graduates speak powerfully to the potential of an education based on these principles to ignite a passion for learning and to sustain creative energy in every field of endeavor. We accomplish this by offering talented students instruction shaped by creative and dedicated faculty, forming a true community of learners from pre-Kindergarten through high school.

#### **RESPONSIBILITIES**

##### **Gift Processing and Reporting**

- Enter contributions promptly and accurately into the database
- Ensure that all gifts are promptly and accurately acknowledged based on various criteria
- Annotate acknowledgment letters with recent donor activities and events
- Generate weekly Annual Fund reports and agendas for the Development team meeting
- Maintain accurate electronic and hard records for the office
- Proactively update Advancement staff with information for outreach, stewardship, and solicitations
- Perform monthly, quarterly, calendar, and fiscal year-end database maintenance to ensure that data is up-to-date and accurate that office policies are being implemented and documented
- Work with the Finance Office team on monthly and as-needed basis on gift reconciliation
- Track pledges and work with Associate Director of Advancement on pledge reminder letters
- Proactively manage grant application and reporting deadlines
- Learn basic database queries
- Assist the Database Manager with segmenting for all mailings
- Create queries and pull mailing lists for Development and Communications



### **Prospect Research**

- Employ best practices in prospect research to identify individuals, corporations, and foundations utilizing a variety of research tools, including iWave software
- Assist in the identification of potential donors through thoughtful and careful analysis of giving activity

### **Administrative & Support Responsibilities**

- Support the Director of Advancement with major donor outreach and activities
- Pro-actively coordinate with the Director and members of the Advancement team to prepare reports for Board and Committee meetings
- Work closely with the Database Manager to obtain information needed for reporting, have confidence in and a strong understanding of the data.
- Be eager to understand the story the data tells, account for changes or anomalies, and ask questions when data doesn't make sense
- Provide support to all members of staff including answering phones, taking detailed messages, and providing accurate information to constituents in a way that is professional, discreet, and accurate
- Update constituent records in the database
- Support all members of the team with calendaring, including alerting members of the team to upcoming events
- Contribute to team meetings regarding strategy on fundraising initiatives
- Staff, as needed, special events *including some evenings and weekends*
- Create agendas, reports, and supplemental materials as requested by the Director of Advancement, Head of School's office, Finance Office, and others
- Update the Advancement Operations Manual on a monthly basis and review procedures with the Associate Director of Advancement following best practices
- Ensure the office is proactively stocked with supplies for general use, meetings, and events
- Support the Director of Communications with administrative tasks and mailing as needed
- Draft emails, letters, pledge reminders, invoices, or other correspondence on occasion as requested

### **PROFESSIONAL REQUIREMENTS**

- Bachelor's Degree
- Two years of donor database experience (Veracross, Raiser's Edge, or other fundraising software)
- Independent school experience a plus
- Ability to work with Google suite products and manage a shared Google drive
- This position will require some evening and weekend work and requires a flexible schedule and attitude in order to meet sometimes competing priorities and deadlines
- Ability to communicate tactfully with internal and external constituents
- High level of customer service and organization skills with an attention to detail
- Commitment to meeting deadlines, managing work-flow, and anticipating office needs
- Ability to think logically and proactively
- Must be able to handle confidential information with discretion and integrity



## **COMPENSATION**

A competitive compensation package, commensurate with experience, plus benefits.

## **TO APPLY**

Interested applicants should send a thoughtful Cover letter and resume to Stefanie Bodis-Wollner, Associate Director of Advancement at [sbodiswollner@saintannsny.org](mailto:sbodiswollner@saintannsny.org)

## **NOTICE OF NONDISCRIMINATORY POLICY**

Saint Ann's School does not discriminate on the basis of race, color, religion, creed, gender, age, marital status, disability, national or ethnic origin or sexual orientation in carrying on its educational activities or in administration of its educational policies, admissions policies, employment policies, financial aid programs, and athletic and other school administered programs.