



SAINT ANN'S SCHOOL

POSITION ANNOUNCEMENT: ADVANCEMENT ASSOCIATE

ABOUT SAINT ANN'S SCHOOL

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 and 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 and achievements 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 inspired and dedicated faculty, who together form a true community of learners.

With a faculty and staff numbering close to 300, and nearly 1100 students, Saint Ann's is among the largest and most selective independent schools in New York City. Occupying space in seven separate buildings clustered in Brooklyn Heights, Saint Ann's draws most of its students from Brooklyn and Manhattan. Saint Ann's is known for its commitment to an education that brings together passionate and talented teachers with gifted and motivated students; Saint Ann's students excel in academic disciplines and the arts. Our faculty includes authors and scholars, artists, composers, performers, and filmmakers. Our parent body is accomplished, diverse, and committed to the unique educational mission of Saint Ann's, and our alumni retain profound connections and loyalty to the School.

ADVANCEMENT ASSOCIATE POSITION

This is a full time, in-person, 12 months-a-year position and an integral member of a fast-paced and professional Advancement Team. The Advancement Team at Saint Ann's School is responsible for all fundraising activities, alumni and donor relations, and special events. Saint Ann's School seeks an enthusiastic and engaged Advancement Associate who believes in the school's mission and is excited to join our collaborative team. Factors for success include an eagerness to contribute, a flexible mindset and attitude, and a strong work ethic.

Assist the Director of Advancement

- Act as the primary support to the Director of Advancement regarding calendaring, scheduling, and proactively managing up regarding items related to cultivation and stewardship correspondence (email, phone, and in-person)



- Work closely with the Director of Advancement, as requested, on the Annual Fund and Capital Campaign
- Reconcile and submit monthly credit card statement for the Director of Advancement

General Administrative Support

- Proactively support all members of the team with calendaring, Prepare and distribute an agenda for weekly team meetings
- Contribute to the weekly team meetings regarding the Annual Fund calendar, fundraising strategy, and other initiatives
- Support the team on the Annual Fund, donor outreach, Alumni outreach, cultivation and stewardship activities, and special events as needed.
- Update the Advancement Operations Manual on a monthly basis and review procedures with the Associate Director of Advancement following best practices
- Basic office duties include but are not limited to; answering phones, taking detailed messages, and providing accurate information to constituents in a professional, discreet, and accurate manner
- Staff special events *including some evenings and weekends as needed.*
- Ensure the office is proactively stocked with supplies for general use, meetings, mailings, and events
- Draft emails, letters, pledge reminders, invoices, or other correspondence as requested

Database Support

- Serve as a backup to the Advancement Services Manager on gift processing, including acknowledgments, pledges, receipts, matching gifts, and reporting
- Be eager to understand the story the data tells, account for changes or anomalies, and ask questions when data doesn't make sense
- Update constituent records in the database: contact information, relationships, profile codes, research data, historical notes, gift details, event attendance, etc.
- Create agendas, reports, and supplemental materials as requested by the Advancement team
- Pro-actively coordinate with Advancement Services Manager and the Director of Advancement to prepare reports for Board and Committee meetings



- Work closely with the Advancement Services Manager and outside consultants to obtain information needed for reporting, have confidence in, and a strong understanding of the data.

Campaign Support

- Provide support, as requested, to the Campaign Manager in preparing materials including briefings, memos, pledge agreements, and other materials as needed for the Capital Campaign.
- Schedule meetings, as requested, by the Campaign Manager

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 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



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.