



EMPLOYMENT OPPORTUNITY

Job Title:	Advancement Assistant	Full-Time Part-Time Other	Full-Time Part-Time Other
Reports to:	Director of Alumni and Advancement	Job Description Author:	Shaun Perry

Founded in 1966 and sponsored by the Brothers of the Christian Schools, La Salle is a co-educational Catholic high school community, emphasizing rigorous college-preparatory curriculum and dedicated to a safe and loving environment. Students are challenged to fulfill their spiritual, academic and social potential in order to meet the demands of an ever-changing society. La Salle is especially committed to providing increased opportunities for economically marginalized youth.

Job Summary

Under the direction of the Director of Alumni and Advancement, the Advancement Assistant maintains the database of information related to fund development and marketing, prepares timely communication with benefactors, and provides a variety of administrative support for the Office of Advancement.

Essential Duties

- Responsible for daily data entry needs and regular maintenance of the school’s constituent management database system: Blackbaud’s The Raiser’s Edge.
 - Record pledge and gift information for all fundraising activities for the Offices of Advancement and the school;
 - Create, maintain, and update constituent records. Provide timely updates to constituent contact information (address, phone, email, etc.). Perform ongoing audit of database to eliminate duplicate records;
 - Ensure accuracy and integrity of all personal and financial information in the database;
 - Create and produce reports, queries, and mailing lists to facilitate the school’s reporting, public relations, stewardship, financial, and fundraising efforts. Respond as needed to general requests for information;
 - Maintains strict level of confidentiality regarding personal and financial information stored in the database.
- Assist with the successful execution of the Office of Advancement’s strategic initiatives related to financial excellence.
 - Prepare all donated checks and cash directed to operations and capital projects for deposit by Finance Office on a weekly basis. Prepare corresponding financial coding reports;
 - Process all deposits for the La Salle Educational Foundation;
 - Assist the Director of Alumni and Advancement and the Director of Accounting as needed with monthly financial reconciliation between the two departments.
- Assist with the successful execution of the Office of Advancement’s strategic initiatives related to clear and concise communication with benefactors.
 - Prepare, produce, and send acknowledgements for all gifts received by La Salle Catholic College Preparatory and the La Salle Educational Foundation on a weekly basis;
 - Prepare, produce, and send regular pledge reminders and invoices for annual giving, capital, and other gifts. Follow up in writing and on the phone with benefactors as needed.

- Assist with the successful execution of the student fundraiser.
 - Serve as primary contact for volunteers, customers, and vendor;
 - Edit and print publication materials, coordinate mailings and communicate web updates;
 - Coordinate and distribute information for teachers, schedule classroom visits and support communication efforts to the student body;
 - Support volunteer chairs with necessary counting/balancing and distribution preparation, troubleshooting orders, report generation and order and distribute prizes for student sellers.
- Provide administrative and operational support for all fundraising activities and events sponsored by the Office of Advancement.
 - Provide administrative support for fundraising efforts in the areas of research and prospect management; coordinate mailings, data entry, billing and payment processing, and report generation; set-up for events and activities;
 - Provide support for special events in the areas of operations, data entry, billing, payment processing and acknowledgment; edit, update and create print materials as needed; research event spaces and associated costs; add/submit our events to community calendars; manage raffle activity and submit necessary paperwork to the Department of Justice;
 - Provide administrative support for school and athletic group fundraisers;
 - Coordinate partnership giving (i.e.eScrip, GoodSearch, etc.);
 - Provide knowledge, support and encouragement to volunteers, working to keep them on task and motivated; assist in the scheduling, tracking, and communication with volunteers.
- Provide administrative support for the Director of Alumni and Advancement, Associate Director of Events, and the Vice President of Advancement. Provide administrative support to other members of the Office of Advancement as assigned by supervisor.

Skills and Abilities

- Experience in database systems management, preferably Blackbaud's The Raiser's Edge.
- Experience in a school-related or non-profit administrative position.
- Experience with Microsoft PowerPoint and Adobe InDesign.
- Ability to cooperate as a "team" member with other school colleagues and administration in an effort to meet key initiatives.
- Strong organizational skills necessary to meet deadlines and to satisfy the audit requirements of the position.
- Detail oriented and ability to work under time sensitive deadlines; ability to multi-task, prioritize and follow through on a variety of concurrent projects.
- Strong computer skills, especially a demonstrated proficiency (intermediate to advanced) in Microsoft Word and Excel.
- Ability to communicate concisely and effectively, both verbally and in writing.

Education and Experience

- Associates Degree (or above) in business or finance related field.
- Prefer demonstrated experience of 1-3 years in related endeavor.

Other Info

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Listed requirements are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Position requires some evening and weekend engagements.
- Ability to attend and assist with a select number of evening and weekend activities.
- Must have reliable transportation available daily to complete work-related tasks within the Portland-metro

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area.

- Most tasks to be completed in a typical office setting (long periods of sitting). Setting up for a wide variety of events and activities will require extended time standing as well as lifting and carrying heavy items (i.e. tables, chairs, couches, supplies, etc.). General weight requirements will fall 20 pounds or less, but on occasion, may be more.
- Interested applicants, send cover letter stating your experience and interest along with resume (in Word or PDF format) to Shaun M. Perry, Director of Alumni and Advancement, at sperry@shigh.org.