



**ST. TIMOTHY'S  
SCHOOL**

Life-Ready.

## **Advancement Assistant Job Description**

The **Advancement Assistant** at St. Timothy's School reports to the Director of Advancement and serves on a four-person Advancement Team that includes the Advancement Assistant, Communications Coordinator, Events and Community Relations Coordinator, and Director of Advancement. The Advancement Assistant collaborates closely with all other team members to support school efforts in fundraising, communications, publications, events, and alumni/community relations. The Advancement Assistant will be a flexible, highly capable, collaborative team player with the strongest work ethic who demonstrates the highest commitment to the school's mission, purpose, and core values.

The Advancement Assistant is a full-time position, serving from the first Monday of August through mid-June each year. It requires several weekend and evening responsibilities throughout the school year.

### **Responsibilities include, but are not limited to:**

- Assisting the Director of Advancement in all efforts to:
  - direct the annual, capital, and major gifts programs of the school
  - cultivate and solicit donor prospects
  - identify, train, and supervise all fundraising volunteers
  - direct, write, and manage grant requests
  - support/coordinate with Friends of St. Timothy's School, the school's active parent volunteer organization
- Assisting with gift administration and management, including donor records, acknowledgement letters, and mailing lists
- Supporting, developing, and implementing programs to increase alumni involvement, ensure alumni data is current, and continue to strengthen alumni communication/outreach
- Assisting the Communications Coordinator in reporting on recent/upcoming school news and events to be featured on the school website and social media
- Assisting the Events and Community Relations Coordinator with multiple school events each year, including planning and logistics, set-up and take-down, and liaising both with outside vendors and with other St. Timothy's staff members
- Collaborating with all members of the Advancement Team, as well as colleagues beyond the Advancement Team, to design, develop, and write articles for the school's twice-annual *St. Timothy's Spirit* magazine
- Building relationships with current families, alumni and their families, grandparents, and others in the wider St. Timothy's and Raleigh communities
- Attending all Admissions and Advancement Team joint meetings to coordinate and plan Admissions and Advancement responsibilities and events throughout the year

### **Qualifications:**

- Bachelor's Degree required
- Exceptional interpersonal, verbal, and written communication skills
- Energy, confidence, and authenticity, with a proven track record as a flexible and collaborative member of a high-functioning team
- Experience with an independent school environment is preferred

**Interested candidates should send a cover letter, list of references, and resume to Shayla Bradshaw ([sbradshaw@sttimothys.org](mailto:sbradshaw@sttimothys.org)) and Tim Tinnesz ([ttinnesz@sttimothys.org](mailto:ttinnesz@sttimothys.org)) by April 15, 2019.**