



ADVANCEMENT ADMINISTRATIVE ASSOCIATE

The *Advancement Administrative Associate* reports to the Vice President for Development, and is responsible for support of staff, project coordination and programs and activities that advance the mission of the school with the overall goal of fund raising. This position provides strong administrative support with minimal supervision. The ideal candidate must demonstrate a high degree of organization, energy and enthusiasm for his/her role at Jesuit High School. In addition, a high level of proficiency in Blackbaud-Raiser's Edge is required.

This is a full time, year round position with an attractive compensation package. The position is open until filled and employment begins as soon as possible.

JOB RESPONSIBILITIES:

Key areas of responsibility include:

Project Coordination & Office Support:

- Provides administrative support for Vice Presidents, including calendar, meeting and agenda preparation
- Responsible for varied project management opportunities
- Administers Raiser's Edge Moves Management process and entry for all members of the Office of Advancement staff
- Oversight of Office of Advancement student and parent volunteers
- Manages mailing projects, including extensive use of Raiser's Edge queries/exports and mail merge functions
- Filing and other clerical duties as required
- Provides project and event support as needed
- Writes and updates procedures as needed
- Other duties as assigned

Gift Processing, Accounting and Database Management:

- Using Raiser's Edge donor software, processing donations (cash gifts and pledges)
- Prepares and mails acknowledgement letters and receipts
- Prepares monthly billing statements
- Generates monthly reports and reconciles with Business Office
- Prepares other financial reports as requested
- Creates and maintains Raiser's Edge database queries, exports and data input
- Manage methods for ensuring accuracy and integrity of constituent and gift data

MINIMUM QUALIFICATIONS:

- High level of proficiency in Blackbaud-Raiser's Edge and Microsoft Office Suite required
- Minimum of 3-years' experience in donor or customer service/management
- Effective multi-task skills; Ability to manage multiple assignments simultaneously, meet multiple deadlines, and be flexible for changes in assignments as required to meet goals of office
- Excellent interpersonal, communication and customer care skills
- Desired computer skills: Auction Maestro
- Ability to work with sensitive information and maintain complete confidentiality
- Values consistent with the mission of Jesuit High School

PHYSICAL REQUIREMENTS:

- Sit for prolonged periods of time
- View computer screen for extended periods
- Occasional lifting of boxes up to 30+ lbs.
- Assist in event set-up (arranging tables and chairs, etc.)

WORK ENVIRONMENT:

- Normal business office environment; professional attire required
- Year round, Mon – Fri; Occasionally work hours extended to include evenings and weekends, when needed during special events (approximately 4-5 times a year)
- Work environment is fast-paced, with multiple tasks and projects at the same time involving a variety of office staff

To apply, please email a cover letter, resume and application to:
advancementposition@jesuithighschool.org.

Applications can be downloaded from the school web site at: www.jesuithighschool.org/jobs.

Only qualified applicants with demonstrated Blackbaud-Raiser's Edge proficiency will be considered.

Deadline for applications: April 22, 2016

Contact Info:

Beth K. Tegge, PHR
Director of Human Resources
1200 Jacob Lane
Carmichael, CA 95608

Email: advancementposition@jesuithighschool.org