

**Advancement Administrative Assistant**

**Reports to:** Director of Advancement

**Position:**  Full-time

**Position Summary:**

The job of the Administrative Assistant is to perform duties as assigned for the purpose of ensuring the efficient and effective functioning of the Advancement Office. The includes greeting and directing all visitors, responding to inquiries from staff, donors, volunteers, parents; by providing requested information and/or referral to other parties; and providing general clerical support in the office.

**Essential functions:**

* Help manage the coordination and organization of the Partner Program in collaboration with the Director.
* Assist Director, in conjunction with the Partner Council, to ensure stewardship of relationships and invitation of potential partners to the school.
* Donor letters: Prepare acknowledgement letters in conjunction with the Director based on nature of gift and maintain filing system.

**Event Responsibilities:**

* Assist with administrative details for annual fundraiser in coordination with event planner.
* Assist with post-event follow-up plans for stewardship.
* Help manage special events related to the donor community, including monthly lunch and learns, bi-annual Partner Days, and other community events.

**Marketing Responsibilities:**

* Audit website for necessary updates.
* Maintain photo archives for marketing efforts.
* Provide Marketing and Communications support as directed by the Director of Advancement.

**Database Maintenance and Reports:**

* Create special reports for Director of Advancement as needed.

**General Office Support:**

* Manage Director’s calendar and assist in setting up meetings.
* Work collaboratively with team to facilitate mailings.
* Perform general clerical functions for the purpose of supporting office operations.
* Assist Director in responding to a variety of internal and external parties for the purpose of providing information, facilitating communication among parties and/or providing direction.

**Professional Qualifications:**

* Solid proficiency with MS Office: Excel, PowerPoint
* Basic understanding of social media, website maintenance, Adobe Suite products a plus
* Proficiency using databases, making queries and running reports
* Excellent verbal and written communication skills
* Must pay great attention to detail in composing, typing, proofing materials, establishing priorities and meeting deadlines
* Must be organized, able to multi-task and work with independence
* Must have knowledge of secretarial, office administrative procedures, and the ability to operate standard office equipment
* Must have ability to maintain absolute confidentiality and professionalism
* Advanced analytical ability and critical thinking skills are required for database responsibilities and for troubleshooting
* Flexible, reliable, mature team player
* Able to multi-task and adapt to continually changing priorities and needs
* Capable of thinking out of the box, offering creative ideas and solutions
* Possess positive, “can do” attitude

**Application Procedures and Special Instructions:**

Interested applicants should submit a cover letter and resume by August 16, 2019 via email, to:

careers@brookstoneschools.org.

For more information, visit: [www.brookstoneschools.org](http://www.brookstoneschools.org)

Note: This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this is intended to be an accurate reflection of the current position, the Board of Directors reserves the right to revise the position as needed.