



Advancement Administrative Assistant

Job Summary

The Advancement Administrative Assistant (Advancement Assistant) plays a vital role in supporting the Advancement operations, including fundraising, communications, and constituent relations, at The Fletcher School. The Advancement Assistant is responsible for providing donor/constituent database management and administrative support for the Advancement office, including, but not limited to, donor gift processing and acknowledgments, daily data entry, the creation of fundraising reports, and logistical coordination of various Advancement related events and activities. The Advancement Assistant reports to the Director of Advancement and is a non-exempt employee.

Essential Duties and Responsibilities

The Advancement Assistant will:

- Actively support the mission of The Fletcher School in the execution of his/her role and responsibilities.
- Maintain all paper and electronic donor files, including individual, foundation, and corporate donors, and maintain confidentiality of donor information.
- Have a thorough understanding of the constituent database, eTapestry, and have the ability to use it effectively and efficiently.
- Create mailing lists, email lists, and other reports and queries from the database in a timely manner.
- Adhere to the School's database standards to ensure consistency among all records in the database. Adhere to USPS standards for mailing addresses and the Protocol School of Washington for properly addressing envelopes and letters.
- Continually create, update, and correct database records in accordance with the current database standards.
- Process donations and prepare acknowledgment letters, pledge reminders, and other donor correspondence promptly.
- In coordination with the Finance Office, track and record donations, create and reconcile deposits, and prepare associated financial reports.
- Create monthly fundraising reports and other database reports to support staff and volunteers.
- Assist with administrative details associated with the Advancement, Communications and Marketing, and Governance Committees of the Board of Trustees, including scheduling meetings and preparing and distributing notices, agendas, and minutes.
- Support Advancement in meeting and appointment scheduling.
- Assemble packets, collect and maintain RSVP lists, and gather and prepare materials for meetings and events.
- Assist with other Advancement projects and programs, including occasional evening programs and events.
- Perform other duties as assigned.

Qualifications

- A bachelor's degree or an equivalent combination of education and experience is required.
- Current or past membership in the International Association of Administrative Professionals (IAAP) or a

similar organization or willingness to become a member is required.

- At least two years prior experience in database management and entry, preferably in a fundraising environment.
- Prior experience with Blackbaud's eTapestry or a similar fundraising database is preferred.
- Prior experience with event management is preferred.
- Proficiency in Microsoft Office required, including advanced proficiency in Excel and Word and using the Mail Merge function is required.
- Proficiency in using Google Workspace is required.
- Proficiency in using Zoom, Google Meet, and other virtual meeting software is preferred.
- Excellent organizational skills and meticulous attention to detail are required.
- Ability to meet deadlines while managing multiple projects and tasks is required.
- Strong written and verbal skills.
- Excellent interpersonal skills with a proven ability to maintain professionalism and tact in high-stress situations.
- A collaborative spirit, cheerful disposition, and strong belief in teamwork.
- A passion for education and a willingness to go above and beyond in support of students and the School.

General Requirements

- A criminal history background check is required of all employees.
- A drug test is required of all employees.
- Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. The Fletcher School participates in the E-Verify program.
- References will be required; transcripts may be required.

The Fletcher School recognizes diversity and an inclusive school environment are vital elements of a holistic academic program. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, sex, color, age, gender identity or expression, sexual orientation, national origin, religion, creed, disability, family or parental status, genetics, veteran status or any other status protected by federal or state laws or regulations. The Fletcher School prohibits discrimination and harassment based on any of these characteristics.