

St. Raymond High School for Boys

Position Title: Advancement Assistant/Associate – Alumni Engagement/Events/Advancement Office

Reports To: Director of Advancement

Status: Full Time

Schedule: Calendar Year; Monday – Friday; 7:30am-3:30pm

Will include some evening and weekend hours to support Alumni/Advancement events

Summary Description:

The Advancement Assistant works collaboratively to support and strengthen alumni engagement, the development and execution of alumni and advancement events, and the betterment of the St. Raymond High School Advancement program.

Essential Functions:

* Alumni Engagement:
  + Develop new and better existing relationships with alumni
  + Support the execution of alumni events, specifically the Golf Outing, DeLaSalle Leadership Dinner and inside and outside class reunions
  + Staff events as needed
  + Intra-office mailing of information, thank you letters, correspondence to alumni
  + Ad hoc tasks as needed – especially surround large events
* Events:
  + Support the execution of Advancement and St. Raymond events throughout the school year, including but not limited to Homecoming, Orange and Blue Games, Athletic Hall of Fame, and Career Day; support in the development of new events
  + Staff events as needed
  + Intra-office mailing of information, thank you letters, correspondence to alumni and St. Raymond supporters and donors
  + Ad hoc tasks as needed
* General Office/Communications:
  + Support the Director of Advancement and the advancement program
  + Proofread Advancement Documents
  + Perform routine office functions, including preparing mail for distribution, copying, file, answering phones, preparing thank you letters, and some Raiser’s Edge program use
  + Assist with school media/photography requests from administration, faculty and staff
  + Assist with social media and website updates as needed
  + Assist with the Parent Association throughout the school year

Qualifications:

* Bachelor’s degree; Master’s degree preferred
* Three to five years advancement experience, preferably within a Catholic school setting
* Excellent writing and communication skills
* Aptitude to work independently as well as part of the Advancement Team
* Ability to work closely with the Alumni Association, Athletic Department and Guidance Department
* Solid working knowledge of Word, Excel, Internet and Raiser’s Edge, as well as social media platforms
* Able to multitask and prioritize to manage event timelines and marketing processes
* Must have the ability to work in a school environment; must be able to work with students on projects and at events
* Discretion and tact in handling confidential information
* Possess a valid driver’s license and vehicle

Please remit cover letter and resume to Jennifer Geideman, MPA, Director of Advancement, at jgeideman@straymondhighschool.org.