



FOOTHILL COUNTRY DAY SCHOOL

Job Description

Position: Advancement Assistant

Reports to: Director of Advancement

Position Status: Full-Time, Non-Exempt

The Advancement Assistant is responsible for the management of the donor database, gift processing and acknowledgements, mail coordination, and administrative support. The Advancement Assistant supports all community engagement and fundraising activities of the school, engages in communication with all key school constituents, and is expected to perform all functions with a high degree of accuracy and confidentiality.

Essential Duties and Responsibilities

Management of the Donor Database:

- Manage data input, data integrity, and accuracy of database management system
- Maintain accurate constituent files, coding, and records for tracking and communication
- Create donor reports, donor lists, and mailing lists, and assist in prospect research

Gift Processing and Acknowledgements:

- Process all gifts received from individuals, corporations, foundations, and organizations
- Generate gift acknowledgement letters, receipts, and pledge reminders in a timely manner
- Manage and coordinate monthly reconciliation and annual audit with the Business Office

Event Support:

- Assist with event planning and logistics, including gift processing, recording RSVPs, nametags, labels, and staffing support for friend- and fund-raising events
- Manage gift tracking, ticketing, RSVPs, and auction software for annual fundraiser

General Office Management:

- Coordinate production and mailings of solicitations, annual report, and other communications
- Serve as back up for front office/reception by greeting guests, answering phones, and tending to students as needed
- Provide administrative support to director and leadership volunteers

The ideal candidate will have the following educational and work background:

- Undergraduate degree from an accredited institution
- Previous experience in an independent school
- Experience in fundraising database management, online auction management tools, and Microsoft Office products (especially Excel)
- Related professional experience in administrative support

The ideal candidate will have the following skills and attributes:

- Understanding of DEI and its centrality to the Foothill mission
- Ability to thrive and succeed in a dynamic and busy environment
- Strong verbal and written communication skills, with an eye for detail
- A positive, collaborative, solutions-oriented working style
- Flexibility, integrity, and highest standards of professionalism and confidentiality
- A willingness to be immersed in the life of the school and build relationships with students and families

Benefits:

- Medical, Dental, and Vision Benefits
- Health and Dependent Care Flexible Spending Account (FSA) Benefits
- 403(b) Retirement Plan Benefits (7% employer contribution upon hire; 8% after four years of full-time service)
- 100% Tuition Remission for all admitted K-8 children of full-time employees (50% for admitted preschool children)
- Vacation, Sick, Holiday/Break, Jury Duty, and Bereavement Leave with pay

Salary Range:

\$24-\$28 per hour

Foothill Country Day School provides a competitive wage and an inviting, professional, and collegial working environment and is an equal opportunity employer and abides by all local, state, and federal laws in its interview and employment practices. Physical presence is an essential function of the job.

Interested candidates may apply by sending a cover letter and resume to Katherine Torres, Human Resources Manager, at ktorres@foothillcde.org.