

Advancement Assistant

Advancement Team

General Description

The Advancement Assistant reports to the Director of Advancement and plays a key role in advancing the school's fundraising and engagement efforts. This position supports the Annual Fund, capital campaign initiatives, fundraising events, donor cultivation and stewardship, volunteer coordination, corporate and foundation outreach, and related communication materials. The Advancement Assistant works collaboratively to strengthen relationships and maximize philanthropic support for Clarksville Academy.

Primary Duties and Responsibilities

Responsibilities include, but are not limited to, the following:

- Work closely with the Director of Development to manage and implement a comprehensive fundraising program designed to attract maximum philanthropic support for the institution, including:
 - Annual Fund solicitations
 - Planned giving programs
 - Corporate and foundation proposals
 - Support for major and capital gift initiatives
- Coordinate fundraising opportunities for Clarksville Academy.
- Assist with planning and managing annual school-wide fundraiser for the general fund, including:
 - Coordination, research, and implementation
 - Communication strategies
 - Goal setting and tracking
 - Development of strategies to meet and exceed fundraising goals
- Manage the school's donor database and related software, ensuring accurate and up-to-date donor records.
- Prepare donor data analysis and reports, as needed, for review by the Executive Committee, Board of Directors, and Head of School.
- Oversee the processing of gift income, including:
 - Issuing receipts
 - Maintaining accurate donor giving records
 - Ensuring compliance with record-keeping standards
- Develop, coordinate, and lead volunteers to support the work of the Advancement Office.
- Support the overall mission of the school and collaborate with school leadership and staff.
- Perform other duties as assigned by the Directors.

Qualifications

- Bachelor's degree and/or equivalent professional experience in fundraising, development, sales, marketing, nonprofit management, or a related field.
- Experience in fundraising, sales, or donor relations is preferred.
- Excellent organizational, communication, and interpersonal skills.
- Strong attention to detail and ability to manage multiple projects simultaneously.
- Ability to work independently as well as collaboratively in a team environment.