

Development Associate
20 hours per week - 12 months

Nashoba Brooks School is an independent day school that fosters community, develops character, and builds student confidence around a core of personal excellence. Nashoba Brooks is a co-ed Preschool and Lower School and all-girls Middle School with an enrollment of 300. The school is committed to personal excellence in academics, athletics and the arts within its mission of preparing students for "...a life of continuous learning, accomplishment, and leadership in a diverse and changing world." Nashoba Brooks believes that diversity enriches and strengthens community and challenges individuals to become agents of change in creating a more fair and equitable world.

Summary

The Development Associate reports to the Director of Development. This position will be responsible for many of the administrative functions in the Development Office. The position is an hourly position with hours mutually agreed upon with Director of Development.

The Development Associate will:

- Process donations and prepare acknowledgement letters
- Provide gift reports and pledge reminders
- Maintain donor files
- Maintain development database records, including researching lost constituents for current contact information
- Process company matching donations, stock gifts, in-memory and in-kind gifts
- Balance accounts with Business Office as required
- Support special events as required
- Support Development Office mailings as required
- Compile Annual Report donor lists
- Compile student/family information for Parent and Student Directory
- Conduct basic research on identified constituents using the internet to update demographic information
- Perform other duties as agreed upon with the Director of Development

Qualifications:

- Bachelor's degree and a minimum of two years of relevant experience
- Excellent verbal and written communication skills
- Demonstrated planning, administrative, organizational and budget skills
- Attention to detail
- A self-starter with the ability to work independently
- Flexibility to attend evening and/or weekend events
- Excellent project management skills
- Proficiency in Word, Excel, PowerPoint, FileMaker, Raiser's Edge, and comfort with learning new technologies

Interested candidates should send a cover letter and resume to:

Karl Kussin, Director of Development

Email: devassoc@nashobabrooks.org

Website: www.nashobabrooks.org