



Advancement Assistant (Part-Time)

Responsibilities

- Have a passion for Loretto's mission and vision, and the Academy's need for contributed income.
- Update and maintain all social media accounts (Facebook, Instagram, Twitter) for Loretto Academy.
- Create monthly newsletter.
- Maintain records in alumnae and donor data base (The Raiser's Edge). Including entering of donations, processing receipts and thank you notes.
 - Research and update demographic and contact information for Loretto Academy constituents using the Internet and internal resources.
 - Maintain a functional filing system for donor records and correspondence.
 - Assist in planning and implementing Advancement Office special events and other activities including Annual Report/Appeal, Annual Audit, Monster's Ball, Golf Tournament and special appeals.
 - Order office supplies and request bids for services (such as printing, mailings, vendors, decorations).
 - Organize printed materials, office supplies, and event supplies in the Advancement Office.
 - Train and supervise work study students and volunteers on a project-by-project basis.
 - Serve as the liaison between the Advancement Office and the constituent database software vendor (the Raiser's Edge) when needed.
 - Keep records on special events, fundraisers, etc.
 - Generate labels for mailings.
 - Perform other duties as assigned.

Minimum Requirements:

- Completion of high school and a minimum of one year of work experience in an office setting or non-profit setting preferred. Secretarial experience or any combination of work experience and applicable training.
 - Excellent computer skills required. Experience with constituent /donor databases preferred.
 - Organizational management skills required.
 - Excellent English oral and written communication skills required.
 - Experience updating and managing social networks required.
 - Ability to meet with and deal with the public and Loretto Academy constituents with courtesy, tact, and persuasion.
 - Experience in database management, fundraising, volunteer management, special event planning, and/or nonprofit/educational office management preferred.
 - Ability to work flexible hours including some evenings and weekends.
 - Ability to multi-task and manage multiple projects.
 - Ability to provide own transportation to work on and off campus events and activities.
 - English and Spanish bilingualism preferred.

For more information, please contact Katie Martinez, Advancement Director at 566-8400 ext. 1104, or kmartinez@loretto.org.