

Development Associate – The Girls' Middle School

Imagine a school where each day is alive with learning, creativity, and a spirit of adventure. The Girls' Middle School is committed to progressive education and innovative programming, meeting the needs of a wide range of middle school students. Our project-based curriculum encourages creativity, problem solving, and independent thought. Attention to girls' emotional and social growth develops self-knowledge and confidence as well as teamwork and leadership skills. Learn more about GMS: www.girlsms.org.

GMS celebrates all perspectives coming together in community. We want great teachers with many differences, because we know diversity enriches us by bringing to GMS new experiences, views, and knowledge about the world.

Working at GMS

Are you a *super user* of Raiser's Edge? Do you have top notch database skills? GMS seeks a temporary full-time Development Associate beginning April 1, 2021 through approximately August 1, 2021. The Development Associate is a member of the Advancement team and reports to the Director of Advancement. The Development Associate is integrally involved in assisting the creation of strategies for the advancement of the school. The ideal candidate has a welcoming presence and can represent GMS and its mission well while communicating with the GMS community. This position will require on-site work, with occasional remote options.

The ideal candidate will have deep knowledge of Raiser's Edge or another similar fundraising and relationship management database and expert ability with Excel and Google Sheets. They will be friendly, enthusiastic, proactive, and forward-thinking. They will be detail-oriented, well organized, able to produce work quickly, and possess strong time-management skills. They will collaborate with the Advancement team on events, mailings, and work closely with the school's administrative team and staff to develop and execute initiatives and to cultivate positive relationships with the school's community members.

Primary Duties and Responsibilities

- Gift management and processing: maintain and update all donor records in Raiser's Edge, and generate analytic and financial reports as needed. Coordinate mailings and correspondence, including solicitations, acknowledgement letters, and annual report.
- Finance: Serve as primary liaison with Business Office in reconciling funds and ensuring accuracy in gift allocation.
- Reporting: using Raiser's Edge and Excel functionality, assist Advancement Team in end of year analysis and reporting on previous year's progress and setting next year's goals.
- Events: Coordinate or support events including annual fund activities, donor receptions, Alum Association events and Graduation activities.
- Communications: Assist with written communications including gift correspondence, email newsletters, invitations, website, and responses to inquiries.

What we look for in a Development Associate

- Bachelor's Degree or equivalent experience.
- Prior experience in Development/Advancement or administrative position, preferably in an independent school or nonprofit setting a strong plus.
- Energetic with high attention to detail; ability to prioritize and manage multiple tasks; has excellent organizational skills.
- Sound judgement relating to confidential projects, personnel, school, or student matters.
- Ability to be a self-starter and work independently.
- A cooperative team approach with colleagues and a willingness to take on responsibilities beyond those explicitly defined.

This is a full-time temporary position and includes benefits. A willingness to work outside of 9-5 business hours is helpful, as peak periods and special events necessitate some evening and weekend work.

Please submit a resume, cover letter (required), and list of references to Ms. Tesha McCord Poe, Director of Advancement, employment@girlsms.org.