

Job Title: Institutional Advancement Associate

Reports To: Director of Admissions & Recruitment and the Director of Development & Alumni Relations

Job Summary:

The Institutional Advancement Associate plays a key role in supporting the development, recruitment, admissions and community engagement efforts of the organization. The associate is responsible for managing the donor database (Neon), overseeing recruitment and admissions tasks, assisting with event administration, and handling various other administrative responsibilities.

Key Responsibilities:

1. Database Management (Neon):

- Input and process all gifts in the Neon CRM system.
- Send acknowledgments for all donations in a timely manner.
- Update and maintain donor contact information, add relevant notes, and track communications.
- Run and analyze reports to support development efforts and ensure data accuracy.
- Assist in moves management and track activities related to donor cultivation using Neon.
- Handle the sending of tribute and memorial cards as requested by donors.

2. Recruitment and Admissions:

- Track and manage inquiries from prospective students and families.
- Create and maintain admissions and recruitment schedules, ensuring timely follow-up and communication.
- Manage the admissions database, ensuring accurate and up-to-date records.
- Assist in the preparation of admissions materials and communications.
- Support the admissions team in planning and executing all recruitment events.
- Coordinate tours, shadow days, and interviews for prospective students and families.

3. Event Administration:

- Track and manage event attendance.
- Create and print nametags for events.
- Prepare registration materials and manage the registration process.
- Follow up with attendees and participants post-event to gather feedback and further engagement.

4. Other Responsibilities:

- Develop and maintain timelines for various projects and events.
- Research potential donors and prospects.
- Research foundations and grants and assist in the application process.
- Draft marketing communications as needed.
- Provide support for other administrative tasks as needed.

Qualifications:

- Experience with donor databases, particularly Neon CRM, is preferred.
- Experience with recruitment and admissions processes, including database management in PowerSchool and/or other School Information Systems, is a plus.
- Strong organizational skills and attention to detail.
- Excellent communication skills, both written and verbal.
- Ability to manage multiple tasks and prioritize effectively.
- Experience with event planning and administration.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Proficiency in communications software (Robly and/or Constant Contact) is a plus.
- Strong research and analytical skills.

Salary Range:

- \$50,000-\$60,000 plus benefits