



FIND YOUR VOICE. SPEAK YOUR MIND.

1359 Route 2 • The Mohawk Trail • Charlemont, MA 01339 • 413.339.4912 • Fax 413.339.4324 • www.charlemont.org

Development Assistant Part-Time Job Description

Position Overview

The Development Assistant for The Academy will work with The Associate Heads of School to grow the culture of philanthropy throughout the school community. Reporting to the Associate Head of School for Community, the Development Assistant will play a vital role in maintaining the infrastructure that supports important components of fundraising including communications, event coordination, and database management. In doing so, the Development Assistant will provide the administrative support necessary to ensure the school enhances its existing relationships and expands its current development program.

Specific Responsibilities

- Manage the development database in Raiser's Edge to track all donor relationships
- Coordinate annual fund appeals
- Record gifts and generate acknowledgement letters
- Provide logistical support for the school's annual Cornucopia Auction, in addition to other events that The Academy sponsors
- Assist in identifying ways to develop our alumni network, enhance our annual fund, and engage our community in ways that encourage them to give back over the long-term
- Seek relevant grants proposals and solicitation letters.
- Provide additional administrative support for the Associate Heads of School as needed.

Qualifications

We seek a self-motivated, task-oriented individual with impressive organization skills. Strong applicants will have significant database management experience. Proficiency with Raiser's Edge is preferred, though not required. We are looking for a colleague who is skilled at interpersonal communication and collaboration and will embrace the cooperative spirit of a small school.

Additional Information

Start Date: July 1, 2022

Status: Part-time, approximately 12-16 hours per week.

Salary: Commensurate with experience