

## **Development Assistant Advancement Team**

### **General Description**

The Development Assistant reports to the Director of Development. The Development Assistant will oversee the Annual Fund, capital campaign support, fundraising event planning, donor cultivation and stewardship, volunteer efforts, corporate/foundation outreach, and related communication materials.

### **Primary Duties and Responsibilities**

Responsibilities include the following:

- Work closely with the Director of Development to manage a program designed to attract the maximum gift support possible to the institution. This program will include annual fund solicitation; planned giving programs; corporate and foundation proposals; and planning for major capital gifts.
- Coordinates fundraising opportunities for Clarksville Academy
- Coordinates the annual school-wide fundraiser for the general fund – coordination, research, implementation, communication, strategies to meet goals, etc...
- Manages software program that houses all donor information
- Prepare donor data analysis, as needed, for review by Executive Committee, the board, and Head of School
- Oversee processing of gift income for the purpose of providing receipts and the maintaining of giving records of donors to the school
- Develop and lead volunteer staff to carry out the activities of this office
- To perform other duties as assigned by the Director of Advancement
- To support the school and its leadership

### **Qualifications**

- Requires a minimum of a bachelor's degree
- Experience in fundraising or sales is preferred
- Excellent organization and communication skills

Federal law prohibits discrimination in employment on the basis of age, race, creed, religion, sex, or national origin. Clarksville Academy is an equal opportunity employer.