



ST. JOHN'S NORTHWESTERN ACADEMIES

Job Description

Job Title: Associate Director of Advancement

Department: Advancement

Reports To: Chief Advancement Officer

Prepared Date: August 22, 2022

Position Summary:

The Associate Director of Advancement is responsible for the management of all of St. John's Northwestern Academies' stewardship and recognition programs and events, and plays a key role in SJNA's success by managing the daily activities associated with donor relations. Additionally, the Associate Director of Advancement will work collaboratively with Advancement staff as it relates to fundraising initiatives, donor activities, campaigns, and special events.

The Associate Director of Advancement will share the vision of St. John's Northwestern Academies, understand the importance of fostering a strong network of connections and engage constituents on various platforms/media. This position will work collaboratively with colleagues throughout all levels and departments of SJNA to maximize department resourcefulness, generate revenue, and foster a positive environment to cultivate support for St. John's Northwestern Academies.

Essential Duties and Responsibilities:

- Managing the SJNA's formal donor recognition programs:
 - The Heritage Society: To include planning and executing the Society's annual event, ensuring accurate membership rolls are maintained, and keeping regular communications with Society members
 - Leaders Circle, Legacy Circle, Loyalty Circle: To include planning and executing an annual reception, ensuring maintenance of an accurate membership list, soliciting new members, and renewing members.
 - The 1884 Club: To include ensuring maintenance of an accurate membership list, soliciting new members, and renewing members.
 - Managing and improving Academy stewardship programs to include:
 - Assisting in the proper acknowledgment of major donor contributions
 - Coordinating student thank-you letters to donors of named scholarships
 - Working with the Advancement staff to identify new stewardship opportunities
- Engage in marketing and communications efforts related to donor relations/stewardship programs; may include writing for print and on-line publications.
- Participate in the strategic and long range planning for new initiatives and programs designed to

- enhance the donor relations.
- Collaborate and/or manage SJNA recognition events/initiatives, which include:
 - Fall Fest
 - Cadet Phonathon
 - Day of Giving
 - The Excalibur
 - The annual faculty/staff giving campaign
 - Others as directed
- Assisting with SJNA marketing materials for publications such as *The Beacon*, *e-communications Honor Roll of Donors*, website, and special solicitations.
- Attending special functions relating to SJNA advancement initiatives.
- Supporting the Chief Advancement Officer in other duties as assigned.

Knowledge and Qualities:

- Bachelor's degree and 2-3 years' experience in charitable development and or sales/marketing • Courteous, professional demeanor that includes a positive attitude, a willingness to work in a collaborative team environment, and an uncompromising commitment to the SJNA's mission and people
- Strong work ethic with the ability to work flexible hours including an occasional weekend • Self-starter with independent spirit
- Excellent verbal and written communication skills
- Solid computer skills to include strong working knowledge of MS Word, Excel and PowerPoint • Ability to set priorities and simultaneously manage multiple projects
- Ability to represent SJNA's vision and objectives to prospective supporters and to build strong relationships
- Ability to organize and work with volunteers
- Strong analytical and problem-solving skills
- Ability to maintain professional discretion and confidentiality at all times

Interested applicants should email their resume to: careers@sjnacademies.org