



The Gow School

Job Title: Development Assistant

Department: Development Office

Supervisor: Director of Development

Position Overview: The Development Assistant will provide administrative support to the Director of Development and the Development Office, assist with fundraising and special events, reconcile fundraising records with business office, and maintain the database and constituent records. This position requires excellent interpersonal and communication skills, and creativity.

Employment Classification: Full time, non-exempt

Scheduled Days and Hours: Monday – Friday, 8:30 am – 4:30 pm. Weekend and evening work sometimes required

Essential Job Descriptions:

1. Provide administrative support including phone coverage, database reports and office management.
2. Proficiency in Raiser's Edge or comparable fundraising software and the ability to manage, organize, and update constituent information in database.
3. Responsible for insuring proper gift recording and reconciliation with the Business Office, so some accounting knowledge preferred.
4. Organize, plan and execute special events, including but not limited to Fall Weekend, Spring Parents Weekend, Grandparents' Day, Commencement, regional alumni and parent events, and others as requested.
5. Assist Director with fundraising and cultivation events including venue selection, creating and mailing invitations, maintaining guest lists, and follow up communication.
6. Assist Director by managing travel needs and completing expense reports.
7. Prepare acknowledgment letters, pledge reminders, internal emails and other documents.
8. Oversee student thank you calling program.
9. Compose and edit written materials as requested.
10. Coordinate printing and mailing of all Gow development publications, including solicitations, Gow Life Magazines, etc.
11. Work collaboratively with staff, faculty, parents, volunteers, donors and prospects.
12. Perform additional duties as assigned by the Director of Development.

Required knowledge, skills and abilities: Excellent computer skills in a Microsoft Windows environment, proficiency with Raiser's Edge or comparable fundraising software, strong oral and written communications skills, excellent organizational skills and ability to multi-task, and confidentiality. A high level of personal integrity, good humor and a strong work ethic are imperative.

Qualified and interested candidates should submit a cover letter and resume to Gayle Hutton @ ghutton@gow.org

The Gow School community is guided and unified by a set of core beliefs, embodied in our Four Pillars of kindness, respect, honesty, and hard work. We seek employees who embrace and value these beliefs. *Updated 7-16-2018*