

Position Title: Development & Admissions Assistant

Department: Advancement

Reports to: Director of Development & Director of Admissions

Position Summary

The Development & Admissions Assistant is responsible for all administrative aspects of development and admissions activities.

Scope and Impact

The Development & Admissions Assistant plays an important role by providing administrative support to the Development Office and the Admissions Office and participating in all fundraising- and admissions-related activities including database management, direct mail appeals, open houses and special events.

The Development & Admissions Assistant is expected to provide outstanding customer service to prospective and current school families, trustees, alumni and other school community members, in-person, on the telephone and via electronic communication. He or she is expected to also have the basic information necessary to answer frequently asked questions to better serve school community members with various inquiries. Occasional off-hour attendance at and assistance with Development and/or Admissions events will be necessary.

Principle Development Job Responsibilities:

- Coordinate production and mailing of year-round appeal letters to all constituencies.
- Perform all data entry with development database including gift entry, biographical information updates, constituency changes, invitation/appeal tracking, individual/organizational relationships and constituent notes, as necessary
- Process and track donations; prepare acknowledgement letters and other correspondence
- Maintain guest lists & RSVPs, gather and prepare registration materials, staff registration table, assist with reserving, setting up and cleaning up event space, create nametags, obtain and coordinate refreshments and/or catering for all on- and off-site events
- Assist with administrative details associated with the Institutional Advancement Committee meetings (i.e., reserve meeting space, prepare and distribute notices, agendas, minutes, etc.).
- Create monthly fundraising reports and other database reports as needed.
- Other duties as assigned by the Director of Development.

Principle Admissions Job Responsibilities:

- Coordinate production and mailing of all admissions letters and communication as directed
- Perform all data entry with admissions database including inquiries, entry of new student intakes, tracking of application and enrollment documents and monies, etc.

- Create, maintain, and update database of school contacts, including pre-schools and their directors, Realtors, local organization directors and other contacts, annually
- Maintain inventory of admission materials, applications, publications, and letterhead as well as prepared admissions information packets
- Schedule meetings, tours, and interviews with prospective families for Director of Admissions.
- Maintain guest lists & RSVPs, gather and prepare registration materials, staff registration table, assist with reserving, setting up and cleaning up event space, create nametags, obtain and coordinate refreshments and/or catering for all admissions events & open houses
- Request and maintain contact and birth date information on siblings of current/former school students for recruitment purposes.
- Prepare admission files for all applicants.
- Create reports from admission database and Blackbaud as directed, include status reports of admission funnel progression, re-enrollment of returning students, and attrition.
- Other duties as assigned by the Director of Admissions

Qualifications

- Associate's or bachelor's degree in a related field
- A minimum of three years' experience in an administrative position, preferably in a not-for-profit development and/or admissions office
- High proficiency in Microsoft Word, Excel and PowerPoint
- Database management experience – Blackbaud Raiser's Edge and Admissions Office preferred
- Willingness to be trained in fundamentals of software and database essentials as necessary
- Excellent verbal and written communications skills
- Ability to present information concisely and effectively, both verbally and in writing
- Ability to organize and prioritize work, multi-task and manage time effectively
- Ability to work independently with little supervision
- Excellent interpersonal skills

RCDS benefits include excellent health insurance plans, 403b with matching funds, a tuition remission program, and competitive salaries.