



# ST MICHAEL INDIAN SCHOOL

Providing Catholic Education since 1902

<b>Job title</b>	<i>Advancement Assistant</i>
<b>Reports to</b>	<i>Advancement Director</i>

## **Job purpose**

Responsible for support to the goals, programs and activities of the Advancement Team. Assistant in the areas of fundraising activities, special events, campaigns, department reporting, media, marketing, community relations and grant writing. Demonstrate professionalism and confidentiality in all aspects of work with broad range of working with school community.

## **Duties and responsibilities**

- Assisting with writing and submitting grant proposals, fundraising-related writing projects, and reports on timely basis as outlined in organization calendars/reports
- Research and inquire on proposals for funding (quotes, meetings, letters, etc.)
- Assist with managing grant portfolio of active and pending grants with clear and accurate records of proposals and reports including grant activity tracking in shared drives and databases.
- Understand SMIS programs, goals and financial needs in order to develop compelling narrative for proposals, support materials, and brand awareness.
- Maintain current funding reports for Advancement team (comparison, restricted funds, etc.) with weekly/monthly/quarterly reporting.
- Assist with Advancement Team fundraising events, campaigns and special projects
- Assist with databases and software entries, mailing lists, correspondence, and reporting
- Assist with Communications, Marketing and Publications as assigned
- Perform other duties as assigned

## **Qualifications**

1. High School Diploma
2. Ability to communicate effectively, high level of written and verbal communication skills
3. Excellent interpersonal skills: work collaboratively with variety of colleagues/persons
4. Must be highly motivated, possess strong organizational, scheduling, detail-oriented skills
5. Possess time management skills, ability to meet deadlines.
6. Ability to work under pressure, producing quality reports/proposals within time constraint
7. Strong computer literacy skills, research skills, understand complex instruction
8. Able to travel and have flexible schedule including nights and weekends

## **Physical requirements**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings. Most work is performed in a normal office environment and/or remote office environment.

Revised July 2021

