

Advancement Assistant Job Description

Position Overview:

The Advancement Assistant is responsible for supporting the Director of Advancement, the Headmaster, the Founder and Vision Ambassador, and volunteers, in all aspects of Dayspring Christian Academy's fundraising efforts. Specifically, the Advancement Assistant will provide high-level administrative assistance for ongoing annual and special event fundraising as well as the Capital Campaign.

Priorities include the maintenance of the donor database, event sponsorship details, planning and executing small capital campaign events, assisting with large capital campaign events, scheduling and preparatory duties for meetings and donor engagement activities, and donor stewardship/gift acknowledgements. The Advancement Assistant will assist with all areas of Dayspring's fundraising: develop and maintain relationships with donors, alumni, families, volunteers, and Dayspring faculty and staff members.

Reports to: Director of Advancement

Supervises: N/A

Status: Full Time (Part Time is an option for the right candidate)

Requirements

Spiritual:

- Be a professing born-again, Bible believing Christian and in regular attendance at Bible believing church.
- Be in agreement with DCA Statement of Faith and Biblical Morality Standards (See Terms of Employment).

Education:

- Bachelor's Degree or years of experience in a related field.

Qualifications:

- Fundraising/Development experience and/or administrative experience
- Effective communicator with excellent verbal and written communication skills
- Strong administrative and project management skills
- Event planning experience
- Strategic thinker and problem solver
- Proficient with or able to learn eTapestry, (donor database software)



- Ability to lead a team of professionals effectively
- Experience working with donors, volunteers, families, and staff
- Ability to think strategically and maintain high level of confidentiality

Essential Responsibilities and Duties:

- Articulating and fulfilling the organization's mission through appropriate philanthropic activities, programs, and communication.
- Assist with the cultivation, stewardship and relationship management of multiple constituencies: current and former parents, alumni, business & corporate representatives, community leaders, and foundation representatives.
- Maintain the donor database including data entry, donor acknowledgements, report generation.
- Assist with the planning and execution of stewardship events associated with capital campaign and other special events.
- Assist with DCA event sponsorship coordination
- Assist with donor presentations.
- Provide overall administrative support including report and proposal preparations, meeting agendas, minutes and materials and appropriate and timely donor acknowledgements.
- To free the Director of Advancement to work with the capital campaign, the Advancement Assistant will perform annual fund and event tasks as assigned.
- Assist the Director of Advancement with other duties as assigned.
- At the direction of the Director of Advancement, research and prepare Foundation grant opportunities.

Collaborative Responsibilities and Duties:

- Work with the Advancement Department on events, marketing, and other related tasks.
- Work with Events Manager on sponsorships, seating and other events logistics

Evaluation Method and Frequency:

- Annual evaluation by Director of Advancement

Hours: Monday-Friday 8:00 a.m.-4:30 p.m. or 7:30 a.m.-4:00 p.m. (hours subject to change in accordance with fundraising schedule) + Occasional weekends and travel required