Advancement Project Assistant

The Project Assistant works closely with and reports to the Director of Advancement. The Project Assistant staffs projects, special events, and important recurring tasks that are vital to the success of the Advancement Department.  Priorities, projects, and administrative assistance usually emerge in three standard focus areas:

**Database and Administrative Support**

The Project Assistant will coordinate the office calendar, schedule and staff meetings, and support the administrative needs of department leadership. Mailings, e-blasts, and event promotion are typical recurring tasks, as well as assisting in entering gifts (and other data) into the database and supporting a system of acknowledgments and correspondence with donors by way of mail merges and processing reports.

**Alumni and Parent Relations**

Reunions are among the most important projects that will be staffed by this position, but there are other important dinners and events throughout the year that the Project Assistant will manage. Often, special events involve the opportunity to partner with an Advancement team member to coordinate and staff the work of a planning committee. The Project Assistant will ensure all logistics for the event are attended to, including registration, hospitality, program, cleanup, budget, and expressing gratitude.

**Capital Campaign and Donor Recognition**

This is a hospitality-forward position, involving welcoming and engaging guests, providing hospitality, and working with a wide variety of people. The Project Assistant will track and update donor recognition across campus, and will collaborate with the Advancement team to staff activities related to the capital campaign.

***Required Skills/Abilities:***

* Desire to support the Jesuit Catholic mission of St. Louis U. High and the departmental objectives of securing resources for financial aid and other institutional priorities.
* Experience managing projects involving sub-projects and multiple colleagues and stakeholders
* Ability to work collaboratively with a team and to engage a wide variety of stakeholders.
* Proficient with CRMs, experience with Raisers Edge preferred.
* Proficient in Google Suite and Microsoft Office; knowledge of Finalsite and Blackbaud is a plus.
* Ability to conduct mail merges and to work across digital software platforms with ease.
* Ability to work independently and to coordinate colleagues and volunteers on common projects and timelines.
* Ability to work evenings and weekends.

***Education and Experience:***

* Associates degree required; Bachelor’s degree in a related field preferred.
* Three to five years of experience in an administrative role.

**Interested candidates apply here** [**https://sluh.aaimtrack.com**](https://sluh.aaimtrack.com/)