**Saint Stephen’s Episcopal School Advancement Associate**

The Advancement Associate at Saint Stephen’s Episcopal School works year-round to understand and grow the school’s donor pool, encouraging supporters to discover areas of philanthropic passion that advance the school’s mission. The Coordinator works under the supervision of the Director of Advancement to plan, execute, and evaluate fundraising activities designed to meet and exceed the school’s philanthropic goals.

*The Donor Relations Coordinator:*

* Identifies, researches, and builds relationships with prospective individual and corporate donors
* Collaborates with the Director of Advancement to create a strong fundraising message that appeals to donors
* Organizes and executes the school’s annual giving campaign
* Develops the school’s Community Partner program, soliciting cash or in-kind donations through sponsorships from individuals, businesses
* Works with the Athletic Director to identify and cultivate donors in support of athletic programming needs
* Assists with donor cultivation for capital construction projects
* Researches opportunities and develops materials to submit to granting or other funding organizations
* Maintains and evaluates records of donor information
* Trains volunteers in fundraising procedures and practices

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| * Explains tax advantages of contributions to potential donors * Ensures that all philanthropic legal reporting requirements are satisfied * Leverages technology and social media to improve fundraising activities * Assists in planning and executing fundraising events |  |  |

*Skills & Qualifications*

Bachelor’s degree

Five years or more of direct donor relations/fundraising experience

Exemplary communication abilities and outgoing, yet poised personality

Excellent organizational abilities and attention to detail

Ability to make decisions under pressure

Strong computer skills, including knowledge of Microsoft, Google applications and Raiser’s Edge

Go to MBJGroup.com under Current Searches for full job description. Send your resume, cover letter with compensation expectations to [Karen@MBJGroup.com](mailto:Karen@MBJGroup.com) by June 14, 2019.