

## Associate Director of Advancement

Gould Academy, an independent boarding school of 250 boys and girls, grades 9-PG, in Bethel, Maine, seeks an energetic Associate Director of Advancement. S/he is a vital forward facing member of the Advancement Office whose primary responsibilities includes event planning, coordination, and support for both on and off-campus events as well as supporting the Director of Alumni & Parent Relations in various ways. Additionally, this position will help drive general fundraising efforts, a large piece being database management. The Associate Director will be in regular contact with parents, alumni, and high-level advancement prospects. S/he must present a positive image of Gould Academy and the Advancement Office.

### Position Responsibilities

- Event planning, coordination, and support for on campus events:
  - Parent and Family Weekends
  - Alumni Weekend,
  - Grandparents' Days
  - Auctions
  - Trustee events
  - Regional events
- Support Director of Alumni and Parent Relations with direct annual fund appeals, phone-a-thons, and corresponding data management
- Support Director of Alumni and Parent Relations with design, production, and printing of appeals, invitations, e-appeals, gift acknowledgements, newsletters, other reports, and corresponding data management
- Execute stewardship program for major donors and assist in drafting correspondence for the Acting Director of Advancement, Head of School, and president of the Board of Trustees
- Assist in the management of any capital projects overseen by the Advancement Office
- Assist in the creation of a range of development materials
- Provide database support for the Acting Director of Advancement, and at times, the Director of Alumni & Parent Relations. This may include providing data to support direct and mass solicitations, travel, stewardship, scholarship reports, or other analysis
- Maintain and update constituent records
- Occasional night and/or weekend work for events stated in essential duties is required

### Qualifications

- Bachelor's degree and 1-2 years fundraising and/or alumni relations experience, preferably at secondary or higher education institution
- Working knowledge of database software highly preferred
- Familiarity with Microsoft Office a must
- Marketing, graphic design, or writing background preferred
- Significant event planning experience

- Interpersonal skills using tact, patience and courtesy
- Organizational skills and detail oriented
- Working on multiple tasks with interruptions in an energetic environment
- Work well under pressure with periodic heavy workloads
- Self-starter and self-motivated
- Enjoys working in a team environment
- Communicate effectively both verbally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Sense of humor, creativity, and ability to work well in and between teams is highly valued
- Appreciation for and comfort with adolescents
- Alignment with the mission and values of Gould Academy

## **Salary and Benefits**

This is a Full Time, Non- exempt position. Salary is competitive and commensurate with experience. The benefits package is excellent and includes TIAA-CREF retirement benefits and full medical/dental coverage, life insurance, professional development opportunities.

To apply for this position please visit us on-line at [www.gouldacademy.org](http://www.gouldacademy.org) to complete a job application. Submit it along with your cover letter and resume to [HR@gouldacademy.org](mailto:HR@gouldacademy.org). You can also mail these documents to the attention of Deborah Menezes, Director of Human Resources, PO Box 860, Bethel, ME 04217.

### *Equal Employment Opportunities*

*Gould Academy does not discriminate on the basis of national origin, race, creed, color, gender, disability, or sexual orientation in the administration of its educational policies, admission, financial aid, loans, hiring process, and other school programs.*