



N O R F O L K
C H R I S T I A N
S C H O O L S

POSITION OVERVIEW

Job Title: Advancement Administrative Assistant

Campus: Upper School

Reports to: Director of Advancement

Status: Full-time, 12 month employee

Job Description

The Advancement Administrative Assistant advances the mission of Norfolk Christian Schools by carrying out essential administrative tasks that help secure critical funds for our school. This position is an exciting opportunity for the candidate who desires to advance the distinctly Christian mission of the school and help support its students and teachers. The Advancement Department is grounded by a commitment to the mission of Norfolk Christian and the vital impact of fundraising and alumni engagement in support of that mission. The ideal candidate will energetically support the Department to that end.

Qualifications

- A strong, personal faith in Christ lived out in Christian character and worldview
- College degree preferred with experience in a related position
- High degree of professionalism and discretion
- A pleasant disposition and personality
- Strong computer skills with emphasis in Excel, Google Drive and Raiser's Edge
- Excellent verbal and written communication skills
- Drive to contribute to a dynamic, collaborative team environment
- Excellent organizational skills and the ability to multitask
- Extreme attention to detail and process
- Previous work related to fundraising or event coordination a plus
- A teachable spirit and sense of curiosity
- A belief in and commitment to the school mission that will guide your objectivity, decision-making and conduct both professionally and personally

It is the mission of Norfolk Christian Schools to equip students spiritually, intellectually, and physically to love God and serve Him as Christ's ambassadors in the world.

Key Responsibilities

- Maintain tracking spreadsheets, organize data, and produce data reports
- Use Raiser's Edge donor software to conduct searches, produce reports, run queries, and maintain donor records
- Organize and facilitate adherence to the Advancement task calendar
- Communicate as needed by phone, email, text, and/or social media with donors, volunteers, committee members, and prayer partners
- Assist with organization, set-up, and execution of advancement-sponsored events to cultivate various constituent groups
- Capture alumni contact, biographical, and career information through incoming updates, surveys, and events, to keep alumni database current
- Assist in organizing and carrying out committee meetings, including agendas, supporting materials, meeting notifications, and reminders
- Support the donor and volunteer contact activities of the Director of Advancement, including telephone and email contact, letters, research, and reports
- Coordinate the distribution of annual gift receipts
- Assist with the design and production of materials used to: promote fundraising events or projects; cultivate alumni and other constituent groups; report on fundraising outcomes

[PLEASE CLICK HERE FOR FULL STAFF EXPECTATIONS](#)