



Position Description

OVERVIEW

Job Title: Associate Director of Advancement

Classification: Non-Faculty

FLSA Status: Exempt

Supervisor: Director of Advancement

ESSENTIAL DUTIES & RESPONSIBILITIES

- Build a bridge between parents and the school by creating and facilitating opportunities for parents and volunteers to regularly engage in school activities.
- Be a resource for communications and advancement databases.
- Assist with internal and social media communication regarding school events and volunteer and WSPA (Winston School Parents Association) opportunities and activities.
- Assist in the execution of fundraising events and campaigns.
- Provide support to the Director of Advancement.
- Maintain connection with the WSSA Alumni.

VOLUNTEER COORDINATION

- Coordinates volunteers for school events including but not limited to, Welcome Back Breakfast, Trunk or Treat, Book Fair, and Appreciation Lunches.
- Supervises the volunteer onboarding process.
- Conducts ongoing volunteer recruitment and training.
- Conducts volunteer recognition and appreciation events.
- Manages WSPA subcommittees.

ALUMNI RELATIONS

- Steward relationships and the continuous engagement with Winston alumni.
- Collect and keep current the contact information for alumni.
- Develop and lead an Alumni Board.

DATABASE MANAGEMENT

- Manages data entry and report preparation.
- Prepares gift acknowledgment letters.
- Creates mail merges for various mailouts and invitation lists for events and bulk mailings.

DEVELOPMENT

- Assists as assigned with all Advancement events, including but not limited to, Symposium, the Learning Series, and the Annual Auction & Gala.
- Assists as assigned with all School events, including but not limited to Welcome Back Picnic, Grandparents/Friends Day, Volunteer Appreciation Week, and Teacher Appreciation Week.
- Assist in the execution of fundraising campaigns, including but not limited to, The Big Give and Giving Tuesday.
- Assist the Director of Advancement with donor and grant research as needed.
- Assist with other development duties as assigned.

INTERNAL COMMUNICATION

- Contributes relevant information to the “What’s the Word” weekly electronic newsletter.
- Serves as a secondary moderator for social media including but not limited to Facebook, Instagram, and LinkedIn.
- Responsible for website updates as assigned by the Director of Advancement.

ADVANCEMENT OFFICE

- Be the first point of contact for incoming calls to the Advancement Office.
- Keep a log of calls and action steps after calls.
- Order and maintain office supplies for the department.

RESPONSIBILITIES OF EVERY WINSTON EMPLOYEE

- Provide students with positive reinforcement and positive redirection in accordance with *Winston’s Employee Handbook*.
- Agree to uphold the mission of The Winston School San Antonio.
- Maintain strict confidentiality of all student and family information and documents in accordance with HIPAA and FERPA.

- Abide by all requirements, policies, and standards of conduct as stated in the *Winston Employee Handbook*, *Winston Family Handbook*, and job offer letter.
- Maintain appropriate accreditation data for current accrediting agencies, including but not limited to ISAS.
- Participate in team meetings, Professional Development, and In-Service training.
- Maintain certification credentials and licensing as appropriate.
- Take all necessary precautions to protect the safety of staff, students, and families; equipment; materials, and the facility.
- Perform other duties as assigned, including chaperoning, participation on field trips, assisting with and/or participation in school special events (such as Field Day, Athletic Banquet, Annual Alumni event, school dances, etc.), and other activities or tasks, that may include evenings and weekends, not listed in this job description but requested by Supervisor, Director, or Head of School.

QUALIFICATIONS & REQUIREMENTS

- Bachelor's degree or equivalent experience in Business, Marketing, Public Relations, or related field.
- A minimum of three years of fundraising experience with nonprofit organizations, event planning, and administrative and office experience.
- Outstanding organizational and presentation skills and exceptional written and oral communication skills.
- Proficient in MS Office Suite and Google Suite.
- Proven experience with creating and maintaining databases and/or other donor programs.
- Able to work effectively as a member of an interdisciplinary team.
- Able to lift, move, or transport equipment and/or furniture weighing up to twenty pounds across campus to various classrooms and events.
- Able to work evenings and weekends, as needed.
- Able to work in outdoor weather conditions.