



STAFF JOB DESCRIPTION

Position/Title: Advancement Associate (part-time/20hrs per week)
Reports To: Associate Director of Advancement

Laurel School is seeking talented staff who want to join an environment where our students are first and staff strive to make a difference in their lives. We seek to attract culturally and academically diverse staff who thrive on being engaged participants in our academic community. The most successful candidates see opportunities before problems and can laugh at themselves while succeeding in a fast-paced, forward-thinking educational environment. Laurel lives its mission: to inspire each girl to fulfill her promise and to better the world. We continually challenge our community to dream, dare, and do.

Position Summary

Laurel School is expanding our Advancement team. This position reports to the Associate Director of Advancement and works closely with the entire Advancement staff. The right candidate for this position is someone who can manage multiple projects and pull together information from a variety of sources. Excellent communication skills, both written and verbal are essential in this role. This part time (20 hour a week) position will work on a wide range of initiatives.

Duties and responsibilities include:

Restricted / Endowed Fund Management and Communication

- Work with the Associate Director of Advancement to organize all information pertaining to restricted and endowed funds
- Communicate use of funds with restricted / endowed fund donors on a regular basis
- Secure notes of appreciation from faculty and students to be sent to donors
- Update and maintain all restricted / endowed fund files

Publish Laurel School Magazine (Highlights)

- Serve as the editor of Highlights, the semi-annual magazine for alumnae, parents and friends of Laurel School
- Collaborate with Advancement, Marketing and Admissions teams to develop and maintain an editorial calendar for Highlights
- Develop a list of articles and donor recognition information for each issue of Highlights and secure content from the appropriate sources within the Laurel community
- Work with internal designers on the layout and publication of Highlights

Grant Writing

- Work with Advancement Office to identify opportunities for grant funding for programs within Laurel School
- Develop and maintain a comprehensive list of application deadlines and grant cycles for target foundations
- Create a process for faculty to participate in smaller grant applications
- Write and submit grants and all associated materials for mid-term and final reports
- Keep in regular communication with key contacts at foundations

Other duties as assigned

Required Qualifications:

A bachelor's degree and four or more years fundraising experience is required, preferably in a nonprofit organization. Additional qualities should include:

- Experience working in Raiser's Edge or other relevant databases
- Excellent written and verbal communication skills, as well as a strong ability to edit and proofread documents
- Detail-oriented approach to work with strong organizational skills, and the ability to maintain confidential information with discretion and integrity
- A self-starter, who is able to prioritize and meet deadlines
- Professional, personable, and efficient approach to all aspects of position; must be a team player with excellent interpersonal skills
- Strong computer skills and familiarity with Google tools
- Commitment and passion for the mission of the organization
- Occasional evening and weekend work required

Salary

Laurel offers competitive compensation and a comprehensive benefits package.

To Apply

Please visit www.laurelschool.org for further information and a job application.

Work Environment

Laurel School is a dynamic, forward-thinking, K-12 girls' school, with a co-ed pre-primary division where every child is well known. As a Facing History and Ourselves School, Laurel is fully committed to equity and inclusion; we actively seek a culturally diverse faculty and staff.

Laurel enjoys an outstanding local and national reputation and is home to the Laurel Center for Research on Girls. In a highly competitive school landscape, Laurel is fortunate to be a school of choice in Cleveland. Our emphasis on the whole child and our legacy of excellence in the teaching of girls set us apart. Located in Shaker Heights, OH (15 minutes from downtown Cleveland) with an additional rural campus 17 minutes away, the school has an urban/rural advantage. The work environment is noted for being family-friendly and flexible. The feeling in the school is joyous, collaborative, and innovative. Our curricular philosophy emphasizes community-based, interdisciplinary and experiential learning. Collaboration and reflective practice are key to pedagogy at Laurel. The school is fully committed to a culturally diverse faculty and student body.

Laurel School is dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race; color; religion; sex; national origin; handicap or disability; sexual orientation; or status as a veteran, Vietnam era, or special disabled veteran.