



## Columbus School for Girls

### **Development Administrator**

Columbus School for Girls (CSG) is an independent day school in Columbus, Ohio, founded in 1898, serving diverse students in grades pre-k through grade 12. CSG empowers girls to discover their distinct potential as learners and leaders. As a leader in the education of girls and young women, it is a vibrant community of more than 565 students, 135 faculty and staff, and 2,500 active alumnae.

Columbus School for Girls seeks to hire an energetic and creative full-time **Development Administrator**. The Development Administrator will report directly to the Chief Development Officer and be responsible for a wide range of general administrative support to the Development team. A friend maker, event coordinator and data collector, the Development Administrator will ensure every person who has contact with the development department will be greeted warmly, coordinated appropriately and remembered accurately.

While this position will be responsible for various administrative duties, an intelligent and motivated self-starter will have many opportunities to take on challenging assignments and grow professionally. The right candidate will gain significant experience with a wide range of responsibilities including data coordination, alumnae and donor relations, event planning and fundraising.

### **Major Functions and Responsibilities:**

- Provide general administrative support to the Chief Development Officer and members of the Development team
- Receptionist for Development Department
- Work with the Chief Development Officer, and to a lesser degree, members of the Development team, to develop, plan, implement and evaluate a wide variety of events including but not limited to: Convocation, Grandparent/Special Friend Days, Thanksgiving Program, Holiday Dinner, MLK Program, Women's Leadership Breakfast, Faculty/Staff Year End Celebration and Commencement
- Develop and maintain relationships with Alumnae, volunteers, donors, faculty, staff and vendors
- Coordinate mailings and preparation of materials as needed
- Create and modify documents such as reports, memos, letters, and financial statements
- Prepare work orders, purchase orders, etc.
- Schedule and coordinate meetings and conferences
- Prepare acknowledgement letters for the Head of School
- Perform data entry and supports data management
- Liaise with Parents' Association and Alumnae Board
- Other duties as assigned



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### **Experience, Characteristics, Qualities:**

- Bachelor's degree
- Existing relationship or history with the Columbus School for Girls is a plus
- Computer competence with Microsoft Office and Google Suites, Adobe, InDesign and databases, Senior Systems a plus
- Meticulous and organized
- Ability to work independently as well as part of a team
- A positive attitude and able to handle multiple projects at one time with grace and good humor
- Ability to work collaboratively with a variety of constituents at all levels of the school

CSG offers a competitive salary, benefits, and professional opportunities and welcomes candidates who add to the racial, cultural, religious, and gender diversity of the school community.

Interested candidates should submit a cover letter outlining their interest in and qualifications for this specific position and a resume in a single Word document to: Diane Mosher, Hiring Coordinator, Columbus School for Girls, 65 S. Drexel Ave., Columbus, Ohio 43209; fax: (614) 252-0571; or email [hr@columbuschoolforgirls.org](mailto:hr@columbuschoolforgirls.org).

Please put ***Development Administrator*** in the subject line.

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