

Andrews Osborne Academy, a leading preschool through 12th grade independent school in Willoughby, Ohio, is seeking a highly organized and motivated assistant to support the work of the Admission and Advancement teams. This position provides vital support to the Admission, Advancement, and Marketing teams by coordinating daily operations, communications, events, and digital content across departments.

#### Admission Support

- Coordinate campus tours, respond to new inquiries, and assist in nurturing prospective family relationships throughout the admission process.
- Confirm logistics and provide on-site support for admission events and outreach activities.
- Provide general administrative support for admission-related tasks.

#### Advancement Support

- Maintain donor databases and communications lists; update contact information and generate basic reports and queries.
- Support gift entry and reporting processes, including recording contributions, pledges, and payments with accuracy.
- Prepare and send personalized acknowledgement letters to constituents in a timely manner.
- Assist with planning and executing advancement events, including fundraisers, alumni gatherings, and donor receptions—managing logistics, RSVPs, materials, and follow-up.

#### Marketing & Communications Support

- Assist with the creation, editing, and distribution of newsletters, press releases, videos, and print materials.
- Support social media efforts by capturing photos and videos at school events, archiving content, and monitoring platforms.
- Help develop digital and print marketing materials using graphic design tools such as Canva.
- Assist with timely updates to the school website and online calendar.

#### Qualifications

- Bachelor's degree and two to three years of relevant or transferable experience preferred.
- Excellent written, verbal, and organizational skills with attention to detail.
- Proficiency in Google Workspace (Docs, Sheets, Forms); experience with Blackbaud systems (e.g., Raiser's Edge, Financial Edge, NXT, Enrollment Management, Blackbaud Tuition Management) and Canva.
- Familiarity with website content management systems and major social media platforms.
- Strong interpersonal skills and a customer service-oriented mindset.
- Ability to multitask, prioritize, and work collaboratively in a fast-paced environment.
- Experience with event coordination and logistics is a plus.
- Comfort with basic photography, video capture, and editing is preferred.

#### Application Process

Interested candidates should forward their resumes to Jeannie Fleming-Gifford, Director of Development, [jfleminggifford@andrewsosborne.org](mailto:jfleminggifford@andrewsosborne.org).