



St. Mark's Episcopal School Development Assistant

St. Mark's Episcopal School is conducting a search for a full-time Development Assistant.

Established in 1979, St. Mark's is a coeducational parish day school, serving students from age two through Grade 8 in Palm Beach Gardens, Florida. The foundation of St. Mark's program is to provide students with balanced exposure to academics, arts, athletics, and spiritual life. At all levels, our students will be, as our mission states, academically enriched in a nurturing Christian environment.

Reports to: Director of Development

Position Purpose

Provides administrative, database support and special project ownership for the Development Office.

Essential Functions

- Performs administrative, secretarial assignments and special projects with minimal direction and serves as key administrative support for the operations of the Development Office
- Must adhere to strict confidentiality of prospect and donor information
- Supports donor stewardship program by coordinating the signing, mailing and filing of acknowledgement letters, as well as preparing tribute acknowledgements and reports
- Prepares invitations, tracks RSVPs, and coordinates with volunteers to implement donor cultivation, donor recognition, and other campaign related events
- Maintains documentation of campaign pledges received, proposals submitted, and totals for presentation to School Advisory Board and the Advancement Committee
- Coordinates activities and collaborates with Development/Advancement volunteers through scheduling meetings, meeting rooms, refreshments/catering, ordering flowers, organizing equipment, etc. if or as needed
- Serve as assistant to the point person for the coordination and execution of annual development events
- Contributes positively to volunteer morale; maintains a positive, pleasant demeanor to all constituencies; provides positive encouragement to volunteers
- Work with the Director of Development to ensure that all annual appeal mailings are coordinated and mailed in a timely fashion
- Work with the Director of Development in the creation of a strong alumni association
- Ability to learn Bloomerang database system and produce reports
- Excellent problem-solving, time management, and organizational skills with strong attention to detail

- Ability to promote process improvements to create institutional efficiencies and ability to scale
- Excellent writing, editing, and verbal communication skills; attention to detail
- Self-motivated and reliable; organized and flexible

Qualifications

- Bachelor's Degree preferred
- Database program experience required
- Comfortable with social media platforms and other media
- Ability to apply common sense understanding and to carry out instructions furnished in written or oral form
- Ability to ascertain which people may need immediate assistance and to act accordingly
- Ability to prepare written documents and communications with accuracy, thoroughness, and correct grammar and punctuation
- Must demonstrate competency with word processing, database, spreadsheet, Google Drive Suite and Internet applications
- Ability to use basic office equipment
- Ability to communicate effectively with all constituents in a school environment

Physical Requirements and Work Environment:

- Be able to occasionally lift up to 30 pounds
- Regularly use close and distance vision
- Work at a desk and computer screen for extended periods of time
- Turn, bend, reach, and occasionally use a ladder
- Work in a traditional climate controlled office environment
- Work in a highly involved and busy environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts
- Occasional work required outside of regular business hours

Interested candidates should submit an electronic letter of interest and resume to Alison Samarias, Director of Development at asamarias@stmarkspbg.org