



Position Description Advancement Assistant- Student Sponsorship

Purpose: The Advancement Assistant coordinates all activities related to the Student Sponsorship program and provides support to the Advancement Office through participation in support-raising activities including donor and public relations, direct mail appeals, website and social media marketing, and coordination of special events.

Reports To: Director of Advancement

Signed Letter of Employment: Employed on a 12 month contract, based on an average of 20 hours/week, with wage and benefits as approved by the Executive Director.

Qualifications:

1. Bachelor's degree preferred in Communications, Graphic Design, English, or Education.
2. Superior writing, revising, editing and proofreading skills.
3. Ability to interact effectively in person and through phone and digital communications with both students and sponsors.
4. Demonstrated ability to work effectively, both independently and in a collaborative team environment, in an atmosphere of multiple projects, shifting priorities, and deadlines.
5. Comfortable in relating to a wide variety of people and personalities.
6. Skilled in organization and time management.

Responsibilities:

1. Participate in the activities and meetings of the Advancement Team and Admin building.
2. Manage daily and weekly time schedules using the timeclock system currently in place, and demonstrate punctuality in relation to meetings, appointments, and project deadlines.
3. Student Sponsorship Program Manager: Develop, strategize, and coordinate the implementation of the student sponsorship program including:
 - a. Collaborating and communicating with the admissions team to determine the eligibility of students for the program. Pairing students with Sponsors.
 - b. Creating Student Profiles and Progress reports with the help of parents and teachers.
 - c. Communicating with Student Sponsors to encourage the annual renewal of their sponsorship commitment.
 - d. Recruiting new Sponsors utilizing the help of Advancement Officers.
 - e. Planning, writing, and designing, with the help of the Advancement team, all printed and digital materials for the Student Sponsorship program.
 - f. Serving as the point of contact for all communications related to the Student Sponsorship program.
 - g. Receiving, reviewing, recording and delivery of all student communications to sponsors, and all sponsor communications to students.
 - h. Collaborating with the Director of Operations- Advancement to ensure that Student Sponsor information and correspondence is accurate in the donor database.
4. Other duties as assigned by the Director of Advancement.