



Development and Alumnae Relations Associate

Stoneleigh-Burnham School, an independent boarding and day school for girls in grades 7-12 in Greenfield, Massachusetts, seeks a Development and Alumnae Relations Associate.

Located near the Connecticut River in the Pioneer Valley, a short drive from the Five College Consortium (UMass Amherst, Smith, Mount Holyoke, Hampshire and Amherst College), Stoneleigh-Burnham attracts students from the local area and around the world. Our mission centers around helping girls discover and use their authentic voices. Employees who thrive at SBS are deeply passionate about their profession and about girls' education, are collaborative colleagues, are excited by professional growth, and are committed to fostering an inclusive community.

Reporting to the Director of Development and Alumnae Relations, the Development and Alumnae Relations Associate will focus on biographical data, gift processing, and administrative support for the Development and Alumnae Relations Office. The Associate will perform day-to-day gift recording and records management functions of the database, currently Raiser's Edge, in compliance with sound data management policies and practices.

Duties and Responsibilities:

- Biographic and gift data entry
- Administrative support for the gift acknowledgement process, pledge tracking and reminders, gift proposals, gift/fund agreements, events, programs, direct mail and email appeals, reporting, and stewardship

- Correspond with alumnae, donors, and volunteers
- Ensure timely recording of gifts and gift acknowledgement
- Perform Raiser's Edge queries for lists for mailings, events, and reports
- Assists with list preparation and project coordination for direct mailings
- Assist the director and Assistant Director with reconciling of development reports and expense budgets
- Other duties as assigned to meet Development and Alumnae Relations goals

Qualities and Qualifications:

- Must be highly motivated and able to meet deadlines and goals
- 1-3 years of experience in administrative work including data entry and desktop business applications
- Bachelor's degree or equivalent
- Ability to organize and prioritize tasks, and to work independently
- Ability to protect confidential information
- Ability to work occasional evenings and weekends
- Excellent personal and interpersonal communication skills; writing and proofreading skills
- Demonstrated ability to collaborate effectively in a team structure
- Strong organizational skills and ability to manage multiple projects
- Administrative experience in education or fundraising is preferred
- Knowledge of Blackbaud's Raiser's Edge database and partner software systems is preferred
- Demonstrated commitment to diversity, equity, and inclusion

Applications:

Interested candidates should submit the following materials to development@sbschool.org. Open to applications until the position is filled.

- Cover letter
- Resume
- 2-3 references with contact information

Stoneleigh-Burnham strives to cultivate an inclusive community and diversify its faculty and staff; candidates who can contribute to the diversity of the community are encouraged to apply. Stoneleigh-Burnham School is an Equal Opportunity Employer.

Our Mission:

Stoneleigh-Burnham School is an academic community that fosters an international perspective. We inspire girls to pursue meaningful lives based on honor, respect, and intellectual curiosity. Each student is challenged to discover her best self and graduate with confidence to think independently and act ethically, secure in the knowledge that her voice will be heard.

To learn more about Stoneleigh-Burnham School, please visit our website: sbschool.org