



# MADEIRA

## Advancement Associate

The Advancement Department seeks an energetic, driven, creative, and collaborative Advancement Associate with an inclusive mindset to join our team. The Advancement Associate, a key member of the department, reports directly to the Chief Advancement Officer (CAO). The primary responsibilities of the Advancement Associate are gift entry and acknowledgments, conducting prospect research, supporting the CAO, and assisting with events and other departmental operations. The Advancement Associate also will play a key role in ensuring the smooth functioning and effectiveness of the department by helping as needed on special projects, maintaining calendars, and ordering supplies.

The Madeira School is an independent boarding and day school that educates girls in grades 9-12. The scenic 376-acre campus is just 10 miles from Washington, DC. Enrolling 340 students, Madeira was founded with the vision of leading innovation in girls' education and the mission of launching women who change the world.

Responsibilities include:

### Gift Entry

- Enter all gifts in a timely and accurate manner
- Complete regular check-ups of data to ensure accuracy; identifies and corrects any errors
- Collaborate with staff across the Advancement department when questions arise about gifts
- Update contact records and create new contacts
- Update and maintain Gift Entry Guidelines and Processes document
- Partner with Director of Advancement Services to support and execute prospect research
- Manage the gift acknowledgement process, including thank you letters, pledge reminders, corporate matching gifts, online gifts, recurring gifts, payroll deductions, and year-end tax letters
- Resolve gift issues, including updating expired credit cards for recurring gifts, and gift changes
- Serve as a liaison between the advancement and business offices for gifts and batches
- Work with the business Office to balance each month, quarter, and year
- Produce reports and back-up documentation for the annual Audit in July and August

### Administrative Support

- Provide executive level support to CAO by helping with special projects, presentations, etc.
- Assist with all facets of departmental event planning
- Take meeting notes as needed
- Proofread reports, letters, and documents
- Manage invoice payments and prepare expense reports
- Maintain advancement and CAO's calendars
- Serve as point of contact with Facilities
- Coordinate and organize meetings
- Order office supplies
- Pick up and distribute mail

### Qualifications:

- Associates degree required, Bachelor's degree preferred
- Two years' experience in an advancement office preferred
- Proficient in Raiser's Edge (or similar database), MS Office Suite, Outlook and Excel; willingness to learn additional programs
- Outstanding interpersonal, oral and written communication skills
- Strong organizational skills with an attention to detail; ability to problem-solve, and manage and prioritize workflow
- Demonstrated ability to handle sensitive matters with diplomacy and discretion

- Ability to work independently and as an integral part of a team
- Available to work evenings and weekends as required
- Positive attitude and passion for educating girls

To apply, please submit your letter of interest and resume to [hr@madeira.org](mailto:hr@madeira.org).