



Position Title: Advancement Assistant (Part Time)
Department: Advancement
Immediate Supervisor: Manager, Annual Giving

Nature and Scope

As a member of the Brentwood College School Advancement team, the Advancement Assistant is responsible for providing administrative support to the School's fundraising and alumni relations programs. The key to this advancement role is to have the ability to be flexible with incoming tasks and deadlines while keeping up with communication and database management in a timely manner and with a high level attention to detail.

Major Responsibilities

1. Fundraising Software
 - a. Input all gift donations
 - b. Generate donation receipts
 - c. Update and Maintain Data
 - i. Annually with school cycle
 - ii. New families as they are accepted by Admissions
 - iii. Contact information kept current as possible
 - iv. Searching lost alum & reunion alum as time available
2. Research
 - a. Operational knowledge of on-line research program and other related tools
 - b. Perform research as agreed or initiated by colleagues
 - c. Produce research profiles as self or colleague initiated
3. Moves Management
 - a. Manage Actions in fundraising software program
 - b. Track moves management activities for the Advancement team
4. Special initiatives
 - a. Co-ordinate Parent Volunteer questionnaire and work with Volunteer Co-ordinators to schedule volunteers.
 - b. Create name tags for special events.
 - c. Manually run credit cards and process finance paperwork for events and donations.
 - d. Administrative work related to thank you letters, donor mail outs & filing
 - e. As needed.



Education / Experience

- Minimum of two years office experience plus college diploma an asset (Preferably in Office or Business Administration) or suitable combination of education and relevant experience.
- CFRE designation an asset;
- Experience with fundraising in an educational environment is an asset.

Knowledge/Skills

- Database experience is mandatory; knowledge of Raiser's Edge fundraising software an asset;
- Strong working knowledge of Microsoft Excel and Word;
- High level of attention to detail and accuracy in donation recording and reporting;
- Excellent communication skills (both verbal and written) and listening skills;
- Proven organizational skills and ability to multi-task;
- Ability to work both independently and collaboratively as required;
- Demonstrated respect for confidentiality and strong sense of professional ethics;
- Develops productive working relationships and portrays a positive outlook amongst peers;
- Takes initiative to seek out tasks or assist others without being asked;
- Professional appearance and demeanor

Working Conditions

- Work environment can be high pressure due to volume at busy periods, multiple demands, interruptions, and deadlines;
- This part time position requires some flexibility in working hours, including some weekends and evenings;
- Considerable time is spent operating computer and other office equipment and in repetitive tasks such as data entry;
- Criminal Record Check clearance is a condition of initial and ongoing employment;
- Must be legally entitled to work in Canada.

Qualified applicants should forward their applications, including cover letter and résumé, to the attention of Human Resources, no later than at noon on Friday August 4th, 2017.

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