



Opening: Development Associate

Reporting to: Chief Advancement Officer

Hours: M-F, 8:00 a.m.–4:00 p.m., 12 months

Start Date: July 1

ABOUT US:

The Kingsley Montessori School's mission is to engage the mind, hands, and heart of each child to nurture resilient explorers, confident learners, and empathetic citizens.

Located in the heart of Boston's Back Bay, Kingsley is an independent day school guided by a unique blend of Montessori philosophy and innovative programming. Kingsley offers an educational program tailored to the talents, curiosity, and growth of each student. We are committed to the health of our students and have put in place rigorous safety measures to operate in person. Our progressive, inquiry-based programs cultivate students' social and academic development and prepare them to advance successfully to top public and independent middle schools. Our program's commitment to knowing every child and to partnering with parents propels students to access their potential.

THE POSITION:

Reporting to the Chief Advancement Officer, the Development Associate embraces data hygiene and business process excellence as the foundations of a high-performing Advancement program. They will help enact a gold-standard protocol for gifts management, database oversight, and development administration. The Development Associate's work will support day-to-day business operations and development activities, including the Annual Fund, fundraising events, volunteer management, and community engagement. This deadline-driven and forward-thinking colleague will be proactive about communicating their ideas for process improvement or resources needed to achieve our aspirational goals. The Development Associate will bring a start-up mentality to our shared work, and will enthusiastically partner with teammates to facilitate the School's mission.

The five-member Advancement Team is highly collaborative and fully embraces the School's values of equity, inclusiveness, belonging, and respect for all members of our community.

PRIMARY DUTIES:

- Database Management and Gift Processing
 - Help establish best-in-class fundraising reporting and acknowledgment protocols.

- Record and harness data to facilitate excellence in fundraising strategy and stewardship.
- Enter, track, receipt, reconcile, and report on gifts, pledges, and development activity in the Raiser's Edge and other platforms.
- Maintain the accuracy and integrity of constituent records in our database.
- Development Administration
 - Orchestrate the production of gift acknowledgement letters and other development communications and correspondence. [JUST ADDED 5/24/21–position already posted]
 - Generate donor lists and other content for Annual Impact Report and other Development communications.
 - Contribute data for meeting and event briefings.
 - Manage, track, and report Advancement expenses and corporate card reconciliation.
 - Maintain Advancement Office supply closet.
- Advancement and School
 - Provide operational support for Advancement team activities, including fundraising campaigns, development events, and community engagement projects.
 - Contribute as appropriate to Advancement team strategic initiatives and communications (weekly Community Bulletin, etc.).
 - Attendance at relevant staff meetings.
 - Other duties as assigned by the Chief Advancement Officer.

REQUIRED SKILLS AND QUALITIES:

- 1-3 years experience in nonprofit database management or business operations preferred.
- Proficiency or readiness to attain proficiency with Blackbaud's Raiser's Edge or similar CMR (training and support available), Greater Giving or similar, Boost My School, Google Suite, Microsoft Office, Mail Chimp, and Asana.
- High degree of computer literacy, detail-orientation, personal motivation, and problem-solving skills.
- Ability to carefully proofread written work and to draft new communications a plus.
- Accountability, teachability, and success working both independently and collaboratively.
- Invested in the team's success and ready to contribute to group discussions.

BENEFITS:

- 403b plan
- Comprehensive Health, Dental, Vision and Life Insurance Coverage
- Flexible Spending Account offered to all employees (FSA)
- Extensive, professional development opportunities, including Montessori training
- Qualified transportation program
- Tuition reimbursement for eligible employees seeking Montessori certification
- Kingsley tuition remission of up to 50% for eligible children of full-time employees

Kingsley Montessori School values and celebrates diversity because it makes us a better employer, builds a stronger school community, develops a sense of collaboration, and encourages mutual respect and broader thinking. We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

TO APPLY:

Interested candidates should email a cover letter and resume* to Hilary Gillcrist, Associate Director of Operations & Senior Administrative Assistant to working@kingsley.org.

***Electronic file names must be in the following format:**

- FirstName LastName CoverLetter Year
- FirstName LastName Resume Year