



# DE LA SALLE ACADEMY

## **Assistant to the Advancement Office (Part-time)**

### **Background:**

De La Salle Academy is a middle school (grades 6-8) where working families, immigrants, people of color, and others at the margins of our society can step boldly on the shoulders of their ancestors and reach for the hope of a better future. Founded in 1984 by Brother Brian Carty, DLSA is proud of its long-standing commitment to providing access and opportunity to a world-class independent school education regardless of a family's ability to pay tuition.

Building upon its strong mission and core values, DLSA faculty have created a community that provides low- and moderate-income families a reason to have faith in our schools. Indeed, DLSA is not simply a school; it is, more importantly, a sign of faith. It is the faith that a quality education can be purposefully rigorous and personalized to care for and foster the individual gifts and talents of each of our students. It is the faith that children do not need to leave who they are at the door to be students and instead can participate fully and unapologetically while sharing all of themselves and their gifts in a loving community.

### **Mission:**

De La Salle Academy is a private, independent, non-sectarian middle school located in Manhattan. The school's student body includes students from across New York City. De La Salle is the only private, co-educational, independent school in New York City for academically talented, economically less advantaged students in grades six through eight. Students and adults commit to living in community through a purposefully rigorous academic curriculum, strong core values, a profound knowledge of self, and a desire to serve the array of communities we represent. De La Salle believes in a need-blind admissions process to ensure that students are evaluated based solely on their merits and not on their families' ability to pay.

### **Reports To:**

Director of Advancement

### **Job Description:**

The Assistant to the Advancement Office (Part-time) supports the administrative and operational needs of the Advancement Team. This role involves tasks such as managing



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schedules, handling correspondence, and organizing meetings and events. The Assistant helps maintain donor databases, prepares reports, and assists with fundraising activities and campaigns.

## **Responsibilities include:**

### **Administrative Support**

- Provide comprehensive administrative support to the Director of Advancement and the Advancement team
- Prepare and edit correspondence and reports and other documents as needed
- Handle phone calls, emails, and other communications on behalf of the Advancement Office as needed
- Maintain the Advancement Office calendar including scheduling meetings and visitors and coordinate travel arrangements

### **Event Support**

- Assist in executing fundraising events, donor meetings, and other special events
- Coordinate event logistics, including venue logistics, catering, invitations, and RSVPs
- Support on-site event management
- Support special projects and initiatives led by the Advancement Office

### **Database Support**

- Maintain/update DonorPerfect (database) with accuracy and attention to detail
- Strengthen DonorPerfect utilization including including cleaning up the database and strategically optimizing the software
- Continue to build best practices and processes related to database management, donor communication, and maintaining data integrity
- Assist with data entry and other database-related tasks
- Generate accurate and timely reports and queries from DonorPerfect for fundraising and communication activities
- Support donor stewardship activities including communications and recognitions
- Coordinate and prioritize daily gift recording and processing in DonorPerfect
- Coordinate donor acknowledgments (including monthly giving) and tax receipts in a timely manner and ensure timely and personalized communications



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- Query and prepare accurate mailing lists

## **Other Duties:**

- To perform other duties as assigned by the Head of School.
- Attend and take an active role in all faculty meetings, community meetings, assemblies, retreats, admissions days, and special ceremonies and celebrations, some of which, as indicated above, may be held early in the morning, in the evening, or on holidays or weekends.
- Foster the LaSallian tradition and mission of the School, and promote the principles and ideals for which the School stands as outlined in the Employee Handbook.
- Act as a positive contributor to the School community, actively participate in the life of the School as a role model of appropriate behavior with students, parents, colleagues, and other members of the School community, and grow professionally.
- Follow all School rules, regulations and policies, including, without limitation, those outlined in the *Employee Handbook*.

## **Compensation:**

\$20-30 per hour, commensurate with experience

## **Requirements:**

The ideal candidate will be highly organized, detail-oriented, possess strong computer skills and strong interpersonal and communication skills. Strong organizational skills, attention to detail, and proficiency in office software are essential. The position requires effective communication and the ability to work collaboratively within a team to ensure the smooth functioning of the advancement office.

## **Qualifications:**

- Bachelor's degree or equivalent experience in a related field
- Minimum of 1-2 years of administrative or office support experience
- Proficiency in computer skills
- Excellent organizational skills and attention to detail
- Ability to handle sensitive information with confidentiality and discretion
- Ability to manage multiple tasks and priorities
- Enthusiasm for the mission of the School
- Part time position



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- Occasional evening hours may be required for events

## **How to Apply:**

Applicants should forward materials (**resume and cover letter**) to [employment@dlsanyc.org](mailto:employment@dlsanyc.org). Subject line should include the candidate's name and the position of interest. All materials should be addressed to Dr. Angel Gonzalez, Head of School.

*De La Salle Academy is an equal opportunity employer.*