

Development Associate/Executive Assistant

Overview

Wissahickon Charter School is looking for a Development Associate/Executive Assistant to start in mid-June 2018. The Development Associate/Executive Assistant will be responsible for handling a portfolio of Development functions (80% of the time) as well as high-level administrative and executive support related tasks and special projects as required (20% of the time). The Executive Assistant reports to the CEO and COO. S/he also works very closely with the Director of Development. The ideal candidate will be a strong writer, detail-oriented, and highly organized. This is an outstanding opportunity to support an organization focused on improving the academic and social outcomes of children from across the city of Philadelphia.

Key Responsibilities

- Write grants; research the grant-making agency in order to determine funding priorities, draft compelling grant proposals by gathering information and data from school personnel, gather necessary supporting documents, ensure grant proposals are submitted on time
- Manage grant reporting process, including keeping track of multiple deadlines
- Optimize the use of Development database (Donor Perfect) by maintaining policies and protocols for data entry, running reports, and accurately maintaining records of donors, donations and prospective supporters
- Process all donations and pledges, reconcile donations with the accounting team, and ensure that all donors are thanked in a timely manner.
- Manage fundraising tables at Back to School night, Report Card conferences, etc.
- Create and send Annual Fund appeals, holiday appeals, and other mass mailings
- Support WCS' annual Fundraising Event by creating and sending invitations and reminders, managing guest lists, and serving as the primary driver of the \$25,000 auction, including securing auction items, uploading auction items onto the event webpage, and creating auction displays and signage
- Prepare materials in advance, attend monthly evening board meetings and compile board meeting notes
- Manage calendar and schedules for the CEO and COO
- Draft and revise documents, spreadsheets, letters, communications, and presentations related to development, board matters, and external partnerships for the CEO and COO
- Perform complex and confidential administrative functions for the CEO and COO, including administering staff evaluations
- Help maintain Wissahickon Charter School's online and social media presence, including Wissahickon's website, Facebook and Twitter accounts
- Organize and ensure maintenance of files, as needed and required

Qualifications

- Bachelor's degree and at least 1 year of work experience required
- Highly organized, with the ability to prioritize and manage competing tasks and demands
- Excellent writing and design skills, and the ability to create compelling written and visual messages for grants and fundraising appeals
- Experience using a fundraising database and an email blast system strongly preferred, experience with Donor Perfect and/or Constant Contact a plus
- Skilled with technology, including the Word, Excel, Google Drive, and online scheduling and survey tools.
- Attention to detail in drafting and proofing materials, processing gifts, establishing priorities and meeting deadlines
- Consistently exhibits poise, tact and diplomacy when handling high and low priority calls and inquiries from internal and external sources
- Sound judgment and a high level of integrity to handle sensitive and confidential information
- Strong interpersonal skills and the ability to communicate with individuals at all levels of the organization; including students, families, colleagues and members of the Board
- Collaborative work style; including maturity, humility, and a sense of humor
- Maintains a positive and respectful attitude
- Open to a long-term commitment to the organization
- Belief in Wissahickon Charter Schools' mission and model

About Wissahickon Charter School

Wissahickon Charter School's first and current campus, Fernhill, opened in 2002 and serves 480 K-8 students from across Philadelphia. Our second K-8 campus, Awbury, opened in the fall of 2014. The mission of Wissahickon Charter School (WCS) is to provide a community of learning that stimulates and builds the child's intellectual, social, and character development.

How to Apply

To be considered, please send the following to applicant@wissahickoncharter.org. Please indicate "Development Associate" in the subject line.

1. Cover letter indicating why you would be a great fit for this position and Wissahickon Charter School
2. Resume

Wissahickon Charter School is committed to hiring a diverse staff and encourages those from traditionally underrepresented backgrounds to apply. Wissahickon Charter School does not discriminate in hiring or employment, or in the administration of its educational policies, admissions policies, or other programs.