

**Magnificat High School**  
**Job Description**  
**Gift Steward and Advancement Assistant**

**Job Responsibilities:**

- Responsible for the processing of all gifts and donations, including data entry, pledge fulfillment, and coordination with the finance office
- Maintains donor records (including updating records as information changes)
- Prepares financial reports and donor information as needed by Magnificat staff or volunteers (e.g. extractions for Annual Report, class lists, individual donor reports, etc.)
- Coordinates the written student-donor interaction for Named Endowed Scholarship Program
- Works with Advancement staff to organizing mailing of annual appeals
- Provides secretarial support to the Advancement Office staff including sending of committee notes, preparation of small group mailings and materials
- Answers and routes telephone calls in the absence of the Special Projects and Research Associate
- Performs other tasks as requested
- Helps with events as required/needed, may include attendance
- 12 month – 9:00 a.m. to 4:00 p.m. (non-exempt position)

**Qualifications:**

- Ability to support and implement the school mission and philosophy
- Excellent communication skills, both oral and written
- Proven intuitive ability to recognize and keep information confidential
- Proven ability to relate in a friendly manner to a wide variety of persons with courtesy, respect and diplomacy
- Flexible, reliable, dependable and self-directed with strong organizational skills
- Experience in use of Raiser's Edge software or other database systems; ability to learn new computer application quickly
- Experienced in use of Windows 2000, Microsoft Word, Microsoft Excel

**Reporting relationship:** Reports to Director of Advancement

June 30, 2009