



## STRATHCONA-TWEEDSMUIR SCHOOL

**Position:** Database, Research & Administration Associate  
**Report to:** Director of Advancement  
**Position Group:** Advancement and Community Relations  
**Status:** Full time

### Purpose

The Advancement Database, Research & Administration Associate has the vital role of documenting and maintaining accurate records of constituents and donors of STS for the purpose of communication and fundraising. The Associate will ensure that records are consistent and of the highest standard and that office protocols and systems are in place to support a dynamic Advancement and Community Relations function at the School. All duties related to prospect identification, research, cultivation, solicitation and stewardship are vital to this role.

### Major Responsibilities

- Liaise and consult with donors, STS families and alumni, volunteers, and the Senior Leadership Team, staff and faculty.
- Administrative support including the scheduling and coordination of meetings and related logistics.
- Communication with key donors and volunteers.
- Assistance with special events and alumni reunions.
- Coordination of invitations, mailing lists, attendance tracking, nametags and other related logistics.

### Advancement Data and Donor Management (70%)

- Resident expert on the database design and operations, including the coordination, maintenance, and optimization of the database and website-related tasks that include daily data entry, gift/pledge tracking, special events activity, campaigns and ongoing quality control.
- Perform complex data searches, queries, and exports to produce detailed and accurate reports for use in fundraising, mailings, data analysis, reports, and analysis.
- Conduct detailed prospect research to support volunteer and staff-led major gift solicitation.
- Support cultivation and fundraising via event administration, actions, briefing notes, volunteer assignments, list generation, gift agreements/letters, endowment agreements, planned giving documentation and filing hard copy and enter into the database.
- Process, acknowledge and receipt charitable gifts. Reconcile with Finance and Operations to ensure accuracy of financial records.
- Pledge reminder production.
- Query development and reporting.
- Collaborate with colleagues in advancing the departmental objectives.
- Provide administrative and strategic support to STS colleagues and the STS community.
- Maintain a Handbook that documents processes within the job description.

Reviewed/Updated  
November 1, 2019

RR 2 Okotoks, Alberta, Canada T1S 1A2 TEL: 403-938-4431 FAX: 403-938-8343 WEBSITE: [www.strathconatweedsmuir.com](http://www.strathconatweedsmuir.com)



## **Advancement and Community Relations (30%)**

- Provide administrative support by effectively stewarding donors in identification, cultivation, solicitation and stewardship by maintaining accurate records.
- Designing and implementing consistent processes to ensure customized stewardship plans including personal note cards, Head of School letters, pledge reminders, event invitations, endowment reports, and recognition documentation and filing same in the database.
- Manage an Advancement Office/Donor file system.
- Coordinate the administration for donor meetings, committee meetings and fundraising events, including bookings, attendance, and distribution of materials.
- Support Advancement/Alumni events (Homecoming and Alumni Dinner) including cultivation and stewardship events.
- Perform data and task support for Black Watch biennial fundraiser.
- Attend and support events as directed by Director of Advancement.
- Provide support on any projects and events as needed.
- Other duties as assigned.

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