



JOB DESCRIPTION

Title:	Interim Development Assistant
Reports to:	Director of Development
Primary Responsibility:	Gift processing, data entry, financial reporting and the production of all donor acknowledgement letters and pledge reminders. Also, the Associate will provide administrative and clerical support for the Director of Development and the overall Development Team with respect to the Annual Fund, Alumni Relations, special events, capital campaign and donor relations.
Work Schedule:	40 hours/week, March 2019, to June 14, 2019
Classification:	Temporary non-exempt

Urban School of San Francisco seeks a highly motivated, detail-oriented and energetic individual to provide comprehensive support for all aspects of a dynamic Development Department. Specific responsibilities include the following:

Database (95%)

- Enter all gifts into the School's donor database, Raiser's Edge.
- Update all constituent information in database.
- Process, acknowledge and file all gifts and pledges in an accurate and timely manner.
- Generate pledge reminders.
- Produce exports and mail merges for all fundraising campaigns and special events.
- Coordinate production and logistics of solicitations and stewardship mailings.
- Generate weekly and monthly reports for the Business Office; reconcile donations with Business Office on an ongoing basis.

Special Events (5%)

- Provide support to Development staff to organize and implement the annual auction and other special events.

Other

- Manage inventory and ordering, if needed, of UrbanWear.
- Provide general assistance to the members of the Development staff and participate in other Development Office and school-wide activities as requested.
- Assist when needed with school phone coverage and reception.

Qualifications

- Bachelor's Degree with at least two years of relevant office experience required; familiarity with educational institutions preferred.
- Act as a partner within Development team, demonstrating a collaborative nature and collective ownership of overall team goals and objectives.

- Database management experience required, preferably with Raiser's Edge.
- Impeccable attention to detail.
- Excellent written and oral communication skills.
- Outstanding interpersonal skills and judgment; high level of professionalism.
- Excellent organizational skills; ability to prioritize, plan and follow through on tasks.
- Demonstrated ability to initiate and complete multiple tasks on time.
- Proven ability to work well within a team and independently.
- Demonstrated experience in all aspects of clerical responsibilities.
- Discretion in handling confidential information.

Physical Demands/Special Requirements

- Some nights and weekends required.
- Ability to view and operate a computer frequently and consistently
- Ability to type and sit for long periods.
- Ability to lift and carry 35 pounds.
- Valid California Driver's License.

Urban School of San Francisco is an innovative, coeducational high school, which seeks to ignite a passion for learning and to inspire its students to become self-motivated, enthusiastic participants in their education.

Compensation will be competitive based upon experience and qualifications.

Urban is an equal opportunity employer; the school actively encourages applications from candidates of diverse cultural and socioeconomic backgrounds.

Send a cover letter and resume to: Anna Lee, Director of Development, Urban School of San Francisco, 1563 Page Street, San Francisco, CA 94117; fax 415/934-1807; jobs@urbanschool.org. No phone calls.