

## ADVANCEMENT JOB POSTINGS

### **Assistant Director of Advancement**

Thomas Jefferson School seeks a full-time professional to assist with all areas of school advancement, including admissions, communications, constituent relations, and fund-raising. The Assistant Director of Advancement will work on events, projects, and programs that support our advancement mission, which is to:

Promote and celebrate the school, engage and serve constituencies, and attract support by bringing to life the unique identity of TJ and showcasing it in the best possible light.

The new Assistant Director will be a member of the school's advancement team and will report to the Director of Enrollment and Advancement. This is a year-round position with competitive salary and benefits for a school of our size and type. Preferred start date is July 1, 2019.

Desired background, qualifications and qualities for this position include:

- Bachelor's degree
- Experience with independent schools; boarding school experience a plus
- Experience managing volunteers
- Strong communication, interpersonal and relationship building skills; comfort working in a small team
- Strong organizational abilities including collaborating, planning, delegating, task facilitation and a keen attention to detail
- Demonstrated ability to collaborate with colleagues using a "hands-on" approach, and the humility to be willing to take on any task at any time
- Skill in Microsoft Office Suite (Word, PowerPoint, Excel) and familiarity with school database systems and modern communication tools (WordPress, MailChimp, social media platforms, and the like)
- Ease with pertinent technologies, including social media
- Customer service orientation, including meticulous follow-through
- Sensitivity to cultural and linguistic differences among current and prospective families
- Ability to maintain confidentiality
- Relentless optimism and a sense of humor; patience and flexibility
- Curiosity and desire to grow; desire to better the school community

Please send your current résumé and a letter of interest as soon as possible to Erin Walsh, Director of Enrollment and Advancement: [ewalsh@tjs.org](mailto:ewalsh@tjs.org). Put ADVANCEMENT in the subject line.

With its small size, strong liberal arts focus, high-ability students, and college-like atmosphere, TJ offers an extraordinary academic and extra-curricular program to an international mix of boarding and day students in grades 7-12. For more information on our school, please visit [www.tjs.org](http://www.tjs.org).

## **Advancement Associate**

Thomas Jefferson School seeks a staff associate to support all areas of school advancement, including admissions, communications, constituent relations, and fund-raising. The Advancement Associate will assist in the planning and execution of events, projects, and programs that support our advancement mission, which is to:

Promote and celebrate the school, engage and serve constituencies, and attract support by bringing to life the unique identity of TJ and showcasing it in the best possible light.

The new Advancement Associate will be a member of the school's advancement team and will report to the Director of Enrollment and Advancement and the Assistant Director of Advancement. This is a 10-month position (work schedule to be determined) with competitive salary and benefits for a school of our size and type. Start date is negotiable but preferably not later than August 16, 2019.

Desired background, qualifications and qualities for this position include:

- Bachelor's degree
- An enthusiastic, engaging, positive attitude
- Strong customer service orientation, including meticulous follow-through
- Minimum one year of administrative experience in a professional work environment
- Ability to multi-task and manage competing priorities
- Proficiency in Microsoft Word, Excel, PowerPoint and familiarity with school database systems and modern communication tools such as gmail, WordPress, MailChimp and social media platforms
- High level of accuracy and proficiency in data entry and management
- Sensitivity to cultural and linguistic differences among current and prospective families
- Ability to maintain confidentiality
- Relentless optimism and a sense of humor; patience and flexibility
- Curiosity and desire to grow; desire to better the school community

Please send your current résumé and a letter of interest as soon as possible to Erin Walsh, Director of Enrollment and Advancement: [ewalsh@tjs.org](mailto:ewalsh@tjs.org). Put ASSOCIATE in the subject line.

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