



WASATCH ACADEMY

Established 1875

Position Title: Development Assistant
Department: Institutional Advancement
Reports to: Director of Development and Alumni Relations

Summary:

Support the Director of Development and Alumni Relations with general operations of the department. The Development Assistant assists the department in the overall cultivation and retention of existing and potential donors by maintaining and actively working to grow the Wasatch Academy database for the Development Department.

Responsibilities include (but not limited to):

- Support Wasatch Academy's mission, values, institutional goals, and educational philosophy.

Database Management

- Maintain and build database constituent records by actively researching, updating, maintaining, and confirming information changes of constituents. Set up and maintain dashboards, appeals, campaigns, and events.
- Create and maintain mailing lists and reports.

Annual Fund

- Assist the Director of Development and Alumni Relations in all aspects of annual fundraising campaigns.

Philanthropy Research

- Research potential philanthropic support by constituents.

Misc.

- Create letters, filing systems, and other administrative duties.
- Assist with organization and execution of special events.

Qualifications:

- Associates Degree or higher in Business, Communications, Data Research, or equivalent work experience.
- Excellent written and oral skills.
- Experience in Microsoft Office suite, Salesforce or other data management systems.
- Experience in fundraising for nonprofits is preferred.
- Close attention to detail, organized, self-starter, motivated.
- Good at establishing and maintaining relationships.
- An understanding of independent or private school culture.
- Value a culture of respect, innovation, community, and ownership.



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- Ability to work in a fast paced environment and juggle multiple projects.
- Ability to work with sensitive donor information in a discrete manner.
- Good at establishing and maintaining relationships.
- A good sense of humor.