



Advancement Services Coordinator

ASSIST
Suffield, Connecticut

ASSIST is a 53-year old non-profit international scholarship organization that identifies and places outstanding international students on one-year scholarships at independent secondary schools across the U.S. The organization is committed to building a worldwide network of future leaders who are dedicated to the belief that tolerance and cross-cultural understanding is the basis for creating a more peaceful world. ASSIST is like a small family business where people believe deeply in the mission, work hard, chip in where needed, and embrace good humor. This is an opportunity for the right candidate to join a well-established program with a compelling mission and vision that serves Scholars from around the world, its member schools here in the U.S., and the partner countries in which they work.



Advancement Services Coordinator

The Advancement Services Coordinator will provide administrative and operational support to the President, to the Director of Advancement and External Relations (DAER), and to the Scholar Recruitment Coordinator. This role will coordinate and manage executive scheduling, prepare and organize materials and databases for admissions and enrollment and Advancement purposes, and support Board meetings and the preparation of Board materials.

The dynamic nature of this role requires that the ideal candidate have exemplary time management and organizational skills. The role must interact seamlessly and with a professional demeanor across a broad range of individuals including other staff members, the Board of Directors, Scholars and their families, and our overseas colleagues.



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com

Qualifications

- Bachelor's degree required
- Experience with Raiser's Edge software program required

The following qualities are recommended:

- Prior experience working in a U.S. independent school
- Excellent written and verbal communication skills
- Time-management and organizational skills
- Highly professional team-player, with a strong sense of integrity and desire to work effectively with colleagues, volunteers, and Board members
- Proficiency and comfort with Microsoft Excel, Word, and Outlook. Previous experience with FileMaker Pro, an educational database system, or other database software is also preferred.



Primary Duties and Responsibilities

Board of Directors Liaison

- Manage Board of Directors calendar
- Prepare Board materials for meetings
- Make all arrangements for Board of Directors meetings, including hotel and conference room bookings, and meal and event planning



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Primary Duties and Responsibilities (continued)

Advancement Services

- Serve as point person for Raiser's Edge database, including monitoring data integrity and updating constituent records
- Responsible for all gift entry, reporting, and acknowledgment in Raiser's Edge
- Prepare fundraising, donor, and prospect queries and reports in Raiser's Edge, as requested by the DAER and President
- Prepare monthly, quarterly, and annual fundraising reports to be distributed to staff and the Board
- Research, write, edit, and oversee grant applications and donor proposals
- Work with DAER and country coordinators to help coordinate in-person and virtual alumni events

Admissions and Enrollment services

- Provide general support to the Scholar Recruitment Coordinator on admissions and enrollment projects such as preparing acceptance letters to newly accepted Scholars and preparing materials for overseas colleagues

Administrative Tasks

- Routinely perform a wide variety of support duties to the organization in general



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Compensation, Location, Schedule

Salaried, Full-time, Benefitted. Position required at ASSIST headquarters in Suffield, CT (3 days in-office with option for two remote days).

Interested Persons Contact

Jonathan K. Ball
Managing Associate
Carney, Sandoe & Associates
617-933-3450 (dir)
jball@carneysandoe.com

All inquiries and nominations are kept confidential.

ASSIST does not discriminate on the basis of age, gender, religion, race, color, sexual orientation, gender identity, genetic information, disability, or national or ancestral origin in the administration of its educational policies, scholarship and loan programs, athletic and other organization-administered programs, or in the administration of its hiring and employment practices. The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.



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