



Development Assistant (as of 7.1.20)

The Green Vale School is a co-educational, independent day school (PN-8) located on a beautiful 40-acre campus on the North Shore of Long Island. In a vibrant program of academics, arts, athletics and character education, The Green Vale School inspires and challenges all students to be their best. A Green Vale education instills confidence and competence while promoting respect and responsibility as cornerstones for a lifetime of learning and global citizenship. Sincere consideration for each child fosters a love of learning and teaches children to excel, to lead, and to care.

The Green Vale School seeks a detail-oriented professional to serve as the Development Assistant, responsible for assisting the Director of Development (DOD) in all development activities, helping to advance the mission of the School through community building and strategic fundraising.

Key Responsibilities

Marketing

- Manage Mailchimp account and update Audiences on a quarterly basis
- Design and create content for eblasts; collaborate with Director of Communications on all proofing needs
- Offer additional support to Communications for *Green Vale Magazine* each spring, including the collection and editing of Class Notes on an ongoing basis
- Utilize social media to build community

Database Management

- Enter and update all constituent data in Raiser's Edge on an ongoing basis
- Run exports and queries in Raiser's Edge for DOD
- Liaise with Admissions to obtain new family applications and enter in Raiser's Edge each summer

Annual Fund & Special Events

- Manage a diverse range of mailings, including Annual Fund solicitations, Special Events invitations, monthly birthday cards and "New Arrival" gifts
- Assist DOD with Annual Fund solicitation each December and June
- Provide ongoing support for the School's annual fundraising events, including the Gala, PA sponsored events and alumni reunions
- Support the Business Office with GVS Account billing and perform additional administrative duties as needed

Experience and Skills

- One to three years' full-time work experience, preferably in a client-facing role
- Polished communication skills (verbal and written), comfort with fundraising and a high level of discretion
- Positive attitude
- High proficiency in technology, ideally a knowledge of Raiser's Edge and Adobe Photoshop



This is a full-time, 12-month position. Bachelor's degree required. Salary is commensurate with experience. Please send a cover letter and resume to ashaheen@greenvaleschool.org. No phone calls, please.