



## **Development Associate**

Reports To: Head of School

**Description:** Salisbury Academy is seeking a candidate for the role of Development Associate beginning July 1, 2025. This position is a 12-month, full-time position.

### **About Salisbury Academy:**

Salisbury Academy is a vibrant learning community dedicated to cultivating intellectual curiosity, fostering strong character, and empowering students to become lifelong learners. We believe in a child-centered approach that nurtures the whole child, emphasizing both academic excellence and personal growth. Our mission is to provide an engaging and supportive environment where every student thrives.

### **Summary of Position Objective:**

The Development Associate supports the fundraising operations, events, and donor database management at Salisbury Academy, contributing to the school's financial stability and advancement goals. This role provides essential administrative and operational support to the development committee and Head of School.

### **Duties/Responsibilities:**

- **Fundraising Support:**
  - Design and oversee the implementation of the annual fundraising plan, including the Salisbury Academy fund, special events, and other initiatives.
  - Support the cultivation and stewardship of donors, working closely with the development committee and other team members.
  - Assist in the preparation of fundraising-related communication materials, such as letters, newsletters, and reports.
  - Assist in the research and identification of potential donors and grant opportunities.
- **Donor Database Management:**
  - Maintain accurate and up-to-date donor records in the school's database.
  - Process and acknowledge donations, ensuring timely and accurate record-keeping.
  - Generate reports and data analysis to support fundraising efforts.
- **Event Coordination:**
  - Provide logistical and administrative support for fundraising events, including donor events and spring family festival.
  - Coordinate with volunteers and vendors as needed.

- **Administrative Support:**
  - Manage development-related correspondence and communications.
  - Assist with the preparation of budget reports and financial tracking.
  - Provide support to the Development Committee, including preparing meeting materials and taking minutes.
  - Assist in the solicitation of corporate partners.
- **General Responsibilities:**
  - Serve as a member of the Advancement Team, contributing to overall departmental goals.
  - Serves as the staff liaison for PSA
  - Perform other duties as assigned by the Head of School
  - Support the school's mission and leadership.

**Qualifications:**

- Bachelor's degree or higher (four-year degree required)
- Excellent work ethic, organizational, and interpersonal skills
- Pleasant and approachable demeanor
- Ability to maintain confidentiality
- Outstanding attention to detail
- Ability to work independently and as part of a team
- Ability to meet deadlines, balance competing priorities
- Passion for children and for Salisbury Academy's mission
- All employees and volunteers must agree to a comprehensive background check

**Application:**

- To apply, send a cover letter, resume, and three references to Beverly Fowler, Head of School, at [bfowler@salisburyacademy.org](mailto:bfowler@salisburyacademy.org)
- Please include "Development Associate" in the subject line.