

## **The Post Oak School Development Assistant**

**FLSA Classification:** Exempt  
**Reports To:** Development Director  
**Hours:** Full-time. 8:00 a.m.– 5:00 p.m.

### **Summary**

This position supports the mission of The Post Oak School and goals and activities of the Development Office.

### **Job Duties**

- Manage gift entry and receipting of all contributions in the donor database (Senior Systems).
- Run standard development reports and create new reports using a query system.
- Maintain and update constituent and prospect records.
- Assist Development Director in planning and execution of school events, includes some evening and weekend hours outside of normal schedule.
- Assist Development Director with the Annual Fund Campaign.
- Support Alumni Team with mailings and events.
- Work with parent volunteers.
- Proofreading of external materials.
- Sending mass communication emails.
- Backup photographer to the Communications Associate.
- Attend required meetings and trainings.
- Assist with morning student arrivals.
- Other duties as assigned by the Development Director and Senior Communications Specialist.

### **Required Qualifications**

- Minimum of two years' data entry experience.
- Experience with database management and preparing reports. Familiarity with fundraising software a plus!
- Exceptional verbal and written communication skills.
- Proficiency with Microsoft office applications (Word, PowerPoint, Outlook).
- Strong interpersonal skills and the ability to work with a diverse group of people.
- Professional attitude and appearance.
- Self-motivated and directed.

### **Preferred Skills and Qualifications**

- An interest in fundraising and development work.
- Familiarity with Crystal Reports and HTML.
- Relationship builder.
- Experience working in a school setting.

Interested applicants can apply at: <https://www.postoakschool.org/about-post-oak/working-for-us>