



THE WHEELER SCHOOL

Advancement Associate

Start Date: Fall 2019

Reports to: Head of Advancement

Founded in 1889, The Wheeler School is a co-educational independent day school for approximately 800 students from Nursery through Grade Twelve on two beautiful and dynamic campuses in the city in Providence, Rhode Island and “on the farm” in Seekonk, Massachusetts. The essence of our mission and vision comes down to a simple imperative reflected by Mary C. Wheeler’s founding precept: “to learn our powers and be answerable for their use.” Wheeler is a community through which we strive to make anything possible for students, where choice, inquiry, and interest are of primary import, where



we know individuals well, and where we insist upon and nurture intellectual character, critical thinking, empathy, and creative spirit.

Wheeler’s Advancement Department is responsible for supporting and advancing the goals of the school by cultivating philanthropy and volunteerism that will ensure excellence into the future. The Advancement Associate is responsible for the comprehensive administrative support of the multifaceted activities of the Advancement office. By

providing effective assistance for the day-to-day functions of the program, the Associate enables the team to move seamlessly through the fiscal year, supports fundraisers in their goals, facilitates an informed, collegial working relationship with other departments in the School, and enables all team members to focus their time and energy on their respective primary goals and responsibilities.

This position requires a personable, energetic individual who is eager to contribute to a high-functioning team through excellent verbal and written communication, top-notch organizational skills, and a flexible, positive approach. Sensitivity to confidential information, keen attention to detail, and the ability to prioritize competing tasks are essential.

Specifically, the Associate will:

- With the guidance of the Head of Advancement, support the day-to-day needs of the Advancement team.

- Facilitate an office workflow that coordinates major projects, tasks, and communications among team members.
- Develop and improve systems and processes for accomplishing program objectives.
- Ensure a smooth flow of office operations: Open and distribute daily mail; record gift checks received for Wheeler and Breakthrough Providence and distribute the gift log to appropriate offices; manage and process credit card reconciliation reports for each cardholder; execute check requests for bill payments and other related office expenses; track subscriptions and memberships, including contract and renewal cycles; oversee special orders, including communicating with outside vendors when needed; manage office supplies for general and individual office needs.
- Coordinate all logistical aspects of Advancement Division team meetings and Trustee Sub-Committee meetings, including audiovisual and remote access needs.
- Serve as recording secretary for Advancement Committee meetings, producing timely, succinct meeting minutes for Trustee reporting needs.
- Assist frontline fundraising staff with the preparation of prospect meeting materials, correspondence, and follow-up information as directed.
- Participate in the planning and execution of regional and on-campus events for engagement and/or stewardship purposes. Serve on the Auction Committee for Wheeler's Night Out.
- Coordinate record-keeping and tracking of Division budgets and assist in the preparation of budget documentation for the annual budget approval process.
- Maintain program records (both hard copy and digital); run and archive all monthly reports.
- Proofread a variety of texts for accuracy as requested. Assist with keeping internal and external program materials up to date.
- Support Advancement Services operations as needed with knowledge and training in The Raiser's Edge. Assist fundraising staff with keeping contact reports, pipeline progress, and other constituent activity up to date.
- Develop effective relationships and maintain a positive profile within the broader Wheeler community, especially among faculty, staff and Board leadership.

Qualifications:

- Bachelor of Arts or Bachelor of Science
- Two years of relevant experience (development, sales, customer relations, etc.) or an equivalent combination of education and experience
- Demonstrated ability to accomplish established goals and objectives
- Excellent communication and interpersonal skills, demonstrated organizational skills, experience in meeting deadlines and goals, and close attention to detail on multifaceted tasks
- Ability to work collaboratively and with good humor in a mission-driven, fast-paced, team-oriented department

- Ability to pivot gracefully when unexpected opportunities and challenges arise
- Tact, discretion, and high professional and ethical standards
- Demonstrated competence in writing and the visual presentation of information
- Confidence learning and manipulating a variety of technology and software platforms
- Flexibility to attend evening and weekend events

To apply, please submit a resume and cover letter to careers@wheelerschool.org. Please include the position title in the subject line. This is a 12 month, full-time, non-exempt position with competitive salary and benefits.

Statement on Diversity

At Wheeler, we actively seek students, faculty, and staff from diverse backgrounds in the belief that a broad range of experiences and viewpoints enhance learning, enrich life on campus, and better prepare us all for full participation in a pluralistic, democratic society. The Wheeler School is committed to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and any other category protected by federal, state, or local law.

Learn more about The Wheeler School at www.wheelerschool.org