



# Development Associate

## **The Girls' Middle School**

Imagine a school where each day is alive with learning, creativity, and a spirit of adventure. In its 19<sup>th</sup> year, The Girls' Middle School (GMS) has developed a reputation for excellence in progressive education and innovative programming, meeting the needs of a wide range of middle school girls. GMS educates girls during a pivotal time in their lives. Our multi-cultural curriculum encourages creativity, problem solving, and independent thought. Attention to girls' emotional and social growth develops self-knowledge and confidence as well as teamwork and leadership skills. The Girls' Middle School encourages girls to spread their wings, take risks, and be self-reliant.

## **Working at The Girls' Middle School**

There is a rich, collegial work environment at GMS. We celebrate different perspectives coming together in community. GMS is committed to sustaining and broadening the diversity, in all dimensions, of our faculty and staff. We are an equal-opportunity employer, offering salaries commensurate with other independent schools and a comprehensive benefits package. We also offer staff professional development opportunities through participation in professional conferences, workshops, and courses.

## **Position Description**

The Development Associate works closely with the Director of Development, and is integrally involved in creating strategies for the advancement of the school. This is an especially exciting time to be joining GMS as we will be celebrating our 20<sup>th</sup> anniversary. The ideal candidate will be welcoming presence who can represent GMS and its mission in communicating well with the GMS community. Responsibilities fall into three main areas:

- (1) Gift Management and Processing: Maintain and update all donor records in Raiser's Edge, and generate analytic and financial reports as needed. Coordinate mailings and correspondence, including solicitations, acknowledgement letters, and annual report. Serve as primary liaison with Business Office in reconciling funds and ensuring accuracy in gift allocation. Support with Development Committee, special projects, and school activities as needed.
- (2) Events: Coordinate or support events including annual fund activities, donor receptions, Annual Scholarship Breakfast, Entrepreneurial Night, Alum Association events, and 20<sup>th</sup> Anniversary.
- (3) Communications: Assist with written communications including gift correspondence, email newsletters, invitations, website, and response to inquiries.

## **Skills, Qualifications, and Experience**

- Prior experience in Development/Advancement or Administrative position; preferably in an independent school or non-profit setting.
- Energetic, with high attention to detail; ability to prioritize and manage multiple tasks; excellent organizational skills.
- Excellent communication and interpersonal skills. Fluency in Spanish a plus.
- Ability to work independently, exercise sound judgment, collaborate effectively with colleagues, and handle confidential matters with discretion.
- Proficiency in Microsoft Office Suite required; experience with Raiser's Edge or a similar donor database preferred; comfort with social media platforms.
- Ability to work occasional evenings and weekends.

## **For consideration**

Please send a resume and letter of interest to Theresa Winterbauer Martinez, Director of Development, [twmartinez@girlsms.org](mailto:twmartinez@girlsms.org).