



# THE ORME SCHOOL

Excellence. Tradition. Character.

**Position Summary:** The Advancement Associate and Registrar is an integral part of our small community. This position reports directly to the Director of Advancement and is part of the institution's Advancement Office. The Advancement Associate performs a variety of complex duties associated with highly confidential admissions and development functions as well as assist with event management data.

## **Duties and Responsibilities:**

**The Advancement Associate** is the lead Database Manager and is responsible for researching, entering and maintaining data in the Blackbaud CRM database (Raiser's Edge) and pulling data from the Blackbaud web portal including managing event participation. In addition, this position is responsible for creating new and maintaining biographical entries for donors, prospects, consultants, families and corporations as needed, including tracking event participation.

**Registrar Duties** - Working in partnership with the Academic Department, this position is responsible for collecting and updating all student demographic information, ensuring families complete all required admissions and enrollment paperwork, training families on the use of our FACTS student information system, completing transcript requests, generating report cards, assisting the Dean of Academics with proctoring SAT, ACT, AP, and other exams as needed.

**Advancement Tour Coordination** – Work together with the Admissions Director to ensure that admissions tours are run efficiently. Work together with the staff and faculty to ensure that they are prepared for upcoming tours, assist the Admissions Director in scheduling tours and matching the correct student to each tour as well as on any online meetings. Ensure overall campus readiness for upcoming tours. Conduct Alumni tours, including drop-ins.

**Orme Primavera Schools Foundation Fund Assistance** – Working together with the Director of Advancement, helps execute aspects of this annual fund including, but not limited to: Assisting in donor communications and follow up, running weekly reports capturing where the fund is at the moment, running historical reports to develop donor strategies for the current year.

**Advancement Calendar Management** – The Advancement Associate will develop and oversee all aspects of an Advancement Team Calendar. Calendar management will include, but is not limited to: placing all in person and on-line meetings for all team members, recording all upcoming travel for all team members and noting any upcoming days off for all members.

Other Responsibilities as requested by the team.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The items are representative of the knowledge, skills, abilities, education, and experience required or preferred. This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

**Transportation:** This is an in-person position and reliable transportation is a must. There is the possibility of on-campus housing, which includes dorm-duty responsibilities.

**Skills:** • Strong interpersonal, organizational, creative problem-solving skills and ability to work with team members who are both on-campus and remote. • Exceptional verbal, written, and research skills. • Excellent computer skills; proficiency in using Microsoft Office and Google Drive, database and web resources. • Experience with Blackbaud or other relational databases is preferred. • Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, external partners and donors.

**Education and/or Experience:** • Minimum 1 year of relevant experience working in a support role in a professional office environment • 2-5 years of experience with Microsoft Office applications • Experience with Raisers Edge