



MADEIRA

Development Associate

Founded in 1906, the Madeira School is an independent, college preparatory, boarding and day school for girls grades 9-12. Located in McLean, Virginia on a 376-acre wooded campus, Madeira is 12 miles from the center of Washington, DC. Madeira's ambitious academic curriculum emphasizes both content and skills in the context of a college-prep liberal arts education.

The Development Associate serves as a key member of the Development staff, reporting directly to the Senior Development Officer. The primary goals and responsibilities of the Development Associate are to provide overall campaign support, maintain accurate and timely fundraising reports, conduct prospect research, maintain a moves management and pipeline system, and implement the annual stewardship program. The Development Associate also will play a key role in supporting the smooth functioning and effectiveness of the department, including prep for major donor meetings, and supporting donor events and donor communications.

Responsibilities

- Conduct all aspects of prospect research; Manage research subscriptions such as iWave, Intellus
- Identify, research and analyze potential new donors for major gift cultivation and prepare briefings
- Pull data and reports from Raiser's Edge as needed for campaign reporting and analysis
- Manage and distribute the Monthly Progress Report (MPR) for campaign and other fundraising reports
- Support Development Operations with any questions regarding campaign gifts and pledges
- Track and file all campaign letter of intent documents
- Serve as Development Committee liaison (assist in preparing and distributing agendas and other supporting documentation; keep minutes and distribute accordingly)
- Serve as a Committee on Trustees liaison (assist in preparing and distributing agendas and other supporting documentation; keep minutes and distribute accordingly)
- Pull and distribute quarterly Major Gift Officer metric reports
- Development and maintain prospect pipelines and outstanding ask reports
- Maintain all marketing and supporting materials for major gifts officers and the campaign, including print and electronic mediums
- Assist with donor proposal preparation and distribution
- Assist with the preparation of board reports and committee reports
- Implement the annual stewardship plan with donors to include endowment reports, scholarship reports, donor acknowledgements and other special communications

Qualifications

- Bachelor's degree
- 2 years' work experience, preferably in a fundraising role
- Proficiency in database and basic computer applications (Word, Excel, PowerPoint); Raiser's Edge database experience preferred
- Exceptional written and verbal communication skills

- A well-organized, results-oriented individual who demonstrates initiative and positive energy
- Strong interpersonal skills; ability to deal effectively with a wide range of constituents
- Demonstrated interest in and understanding of major gifts fundraising and how prospect management supports these efforts
- Demonstrated ability to handle sensitive matters with good judgment and discretion
- Ability to set priorities, coordinate multiple projects, handle details, and work effectively under pressure, all with minimum supervision