



Full-time Administrative Assistant for Advancement

Saint Ursula Academy, located in East Walnut Hills, is a Catholic, college-preparatory, secondary school for young women started by the Ursuline Sisters of Cincinnati.

Saint Ursula Academy is searching for a highly organized individual to serve as the full-time Administrative Assistant for Advancement. This position is responsible for maintaining and organizing constituent information in the donor database, including ensuring the integrity of financial and constituent data. In addition, this person will also assist the team with evaluating and identifying prospects for the school's fundraising efforts. The school currently uses Bloomerang for donor management. This position requires excellent communications skills with the ability to work collaboratively with colleagues. The Administrative Assistant for Advancement must be proficient with Windows, Microsoft office products, Google documents and donor management and other fundraising software tools.

A High school diploma, or equivalent, is required. In addition, 2-5 years experience in database management, including entry, building queries, creating and generating reports from a relational database is required. Bachelor's Degree and prior work in the Advancement field is preferred.

Competitive compensation package includes medical, dental and vision insurance benefits, 403(b) retirement plan with a 6% employer contribution after 24 months of service, 2 weeks of paid vacation, 23 paid holidays with additional time allotted for sick days, and a \$50,000 life insurance policy with access to additional voluntary life for the employee, spouse and dependents. Tuition remission is provided for the employee's daughter(s) attending Saint Ursula Academy incrementally up to 100% (after 5 years of service). Employee, spouse, and qualifying dependent(s) are also eligible to receive a University of Cincinnati Business Scholarship for qualifying online classes.

All religious denominations are invited to apply. SUA is an equal opportunity employer committed to creating an inclusive and diverse community where differences are valued and celebrated.

Email your resume/CV and cover letter to Jodi Clever (jclever@saintursula.org). Be sure to let us know in your cover letter your interest in the role and how you heard about the opportunity. Please use the email subject line: "Administrative Assistant for Advancement – Your Name." Applications will be reviewed on a rolling basis.