



Antilles School
TITLE: Advancement Associate

School Description:

Antilles School is an independent coeducational day school located on St. Thomas, in the US Virgin Islands. Antilles enrolls approximately 500 students in a toddler program through grade 12. Antilles occupies a distinct place in the culture and the history of the larger Virgin Islands community.

Excellence, Diversity and Community are the guiding principles for each day at Antilles. We pride ourselves on inspiring each student to reach his/her potential in a multicultural setting that is one of the hallmarks of our School. Antilles combines educational excellence and character development to transform our students into young adults prepared for college, career, and life.

Antilles School is seeking a dynamic and talented individual to join a committed team in a collaborative environment that places a high value on flexible thinking and problem solving. Ideal candidates are passionate and self-motivated professionals.

Antilles School is committed to maintaining an atmosphere of collaborative learning, to building a diverse community based on mutual respect, and to fostering social and emotional learning as well as social equity, diversity, and inclusivity into our school life.

Job Description:

As a member of the Antilles School Advancement team the **Advancement Associate** is responsible for the oversight and development of Antilles' fundraising database and is directly accountable for gift processing, data management, analytics, and reporting. This role will provide essential support with gift stewardship, monthly reconciliations, database maintenance, and integrity of the donor and prospect data.

Advancement Responsibilities:

- **Gift Processing:** Complete all tasks associated with electronic gift entry, drafting and sending donor acknowledgements; ensuring timely charitable receipts and donor stewardship, including appropriate biographical and demographic information.
- **Gift/Pledge Entry:** Perform steps to record complex transactions such as pledges, planned gifts, in-kind and stock gifts, pre-deposit, and matching gift transactions. Accuracy is the primary objective. Analyze gift documentation to determine legal donor, gift category, appropriate fund, and gift eligibility. Work with Advancement team to coordinate appropriate pledge application.
- **Data Management:** Verify and update biographical information in donor database from a multitude of sources; maintain accurate constituent gift biographical history records through research and corrections. Special database clean-up projects on a scheduled and as-needed basis.
- **Other duties:** Sort and group gifts received by mail and in person following best practices; manage processes: pledge payment reminders, tax receipts, recurring gifts and automated pledge payments. Make informed decisions about proper entry, allocation, and documentation of donations. Communicate with internal and external stakeholders as needed.

- **Reporting:** Analyze and track giving with weekly reports, confirming and reconciling with advancement team members. Generate queries, exports, reports, and lists for solicitations, events, and publications.
- Coordinate timely reconciliation with Business Office, accountable for reconciliation of deposits, transfers, and online payment systems.
- Maintain data entry standards and procedures; conduct training to support effective, optimized utilization of the database.
- Ensure that all coding and table entries are consistent, well-maintained, and adhere to protocols.
- Create, implement, and monitor a system for prospect research, wealth screens and updates.
- Assist Advancement team with planning and logistics for institutional events. Including email communications, tracking RSVPs, assembling materials, working with vendors, and registering attendees during events.
- Other duties as assigned.

Qualifications:

- Bachelor's degree or equivalent experience is preferred.
- Ability to foster positive relationships based on mutual respect and trust.
- Exhibit discretion and handle sensitive information in a confidential manner.
- Possesses excellent written and verbal communication skills to interact in a professional manner.
- Proficiency in MS Office applications, Google Apps, and an aptitude to learn new database software.
- Detail-oriented team player with the ability to remain positive and be self-directed
- Must be a highly organized, detail oriented self-starter who is able to handle multiple projects.
- Demonstrated experience in a customer service environment requiring diplomacy and professionalism with the ability to work with people with varying technical skills is required.
- Ability and willingness to participate in events outside the workday schedule.

Application procedure:

Send letter of interest, resume, and references to:
Ian P. Tacquard, Director of Advancement
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St. Thomas, VI 00802
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