

ADVANCEMENT SERVICES ASSOCIATE
Cornerstone Christian Academy
1939 S. 58th Street, Philadelphia, PA 19143

Background:

Cornerstone Christian Academy (CCA) is an independent, coeducational, non-denominational private school for students in kindergarten through 8th grade. Founded in 1988, the school's mission is to educate children, including those from at-risk neighborhoods, in an environment that provides the highest standards for academic achievement and spiritual development.

Position Title: Advancement Services Associate

Date Modified: May 2018

FLSA Classification: Exempt

Reports To: Director of Advancement

The Advancement Services Associate for Cornerstone Christian Academy (CCA) will accurately manage and administer donor relations information for charitable contributions made to the school.

Primary Responsibilities:

- Oversee the daily operation of the Advancement database (eTapestry), which tracks gifts/financial and biographical information of all CCA constituents and donors.
- Gather mail and prepare bank deposits, gift summary batch listings, and weekly/monthly deposit reports for the Advancement Department.
- Organize and maintain constituent records and data integrity using the Advancement database (eTapestry), which may include basic prospect research tools.
- Extract required information from the database and assist staff in running queries and reports.
- Maintain a policies and procedure manual with recommendations for gift processing.
- Act as a liaison between CCA Board of Trustees, faculty, staff and the Advancement Department.
- Work closely with colleagues to build rapport with CCA donors, constituents, staff and faculty.

Administrative Support:

- Support the collective activity of the Advancement staff including, managing the team calendar and updating fundraising plan documents.
- Provide administrative assistance the CCA President/CEO including the coordination of meetings, logistics, correspondence, advance preparation of materials, follow-up activities relating to the President's business and the execution of fundraising initiatives.
- Maintain necessary stock of office supplies and keep vendor relationships, i.e., Toshiba Copy, Pitney Bowes, etc.

Position Qualifications:

In addition to a degree from an accredited college/university or professional experience in a fundraising-related field, the Advancement Services Associate will likely possess faith in Jesus Christ as Lord and Savior, show exemplary Christian character, and have a love for children. The following qualifications are also required:

- Excellent verbal and written skills.
- Competency in Microsoft Office and willingness to learn eTapestry donor database.
- An understanding of fundraising practices, the ability to work independently, exercise sound judgment, and handle confidential matters with discretion.
- An ability to work evenings or weekends as needed.

Competitive salary based on experience. Comprehensive benefits provided. Interested candidates may send a cover letter and resume to: Monifa N. Moore, Cornerstone Christian Academy, P.O. Box 5520, Philadelphia, PA 19143 or mmoore@cornerstonephiladelphia.com.