

Cornwall Manor Retirement Community

Job Title: Administrative Assistant for Advancement

Qualifications: Bachelors or Associates Degree or related work experience. Strong written and verbal communication skills, including the ability to develop and lead presentations. Strong planning and organizational skills. Good computer skills including Microsoft office and the ability to utilize a variety of databases. Graphic design skills a plus. Must be an individual who works well within a team and in collaborative situations and who possesses the ability to manage various priorities.

Duties: Work with the Vice President of Advancement to develop and lead a strategy to achieve the goals for the office of Advancement. Coordinate and plan special events to cultivate donors. Communicate with and engage donors including individuals, religious and community organizations and corporations.

Schedule: Fulltime salaried position, 8:00 a.m. to 4:00 p.m. Monday through Friday with occasional evening and weekend hours for special events.

To apply - [cornwallmanor.org - careers](http://cornwallmanor.org/careers)