



THE NEW SCHOOL

Curiosity · Character · Community

Assistant Director of Advancement

Job Summary:

The primary function of the Assistant Director of Advancement will be enrollment, development/fundraising, and event organization. The position will report to the Assistant Head of School for Advancement.

Duties/Responsibilities:

- Coordinating tours with prospective families and assisting in the admissions and enrollment process.
- Build and cultivate relationships with current and prospective families.
- Aid team in enrollment, marketing, and communications efforts.
- Support and attend, in conjunction with the Advancement Office, all school functions and events.
- Administratively support Advancement events.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Self-starter, ability to work independently.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills with a proven ability to maintain professionalism, confidentiality and tact in high-stress situations.
- Excellent organizational skills and attention to detail.

Education and Experience:

- Bachelor's degree required, Master's preferred.
- Minimum 1-2 years of experience in enrollment, development/fundraising, and event planning.
- Experience in managing multiple technology platforms.
- Experience with Blackbaud and Raiser's Edge ideal.
- Experience in independent schools or non-profit organizations is desired.

How to apply:

Interested applicants should submit an application and a letter of interest, current resume, list of references online at www.thenewschool.org/about/career-opportunities.

The New School is an independent school that respects, embraces, and celebrates diversity in its curriculum, student body, and staff. The New School does not discriminate on the basis of race, religion,

gender, gender identity or expression, sexual orientation, color, national or ethnic origin in the admission of students, in hiring, or in the administration of its educational program.