



Advancement Assistant Job Description

Purpose of Position

The Advancement Assistant supports Admissions, Development, and Marketing. This position leads or assists with various projects and events which are designed to cultivate and maintain relationships with our DMC community. Our community includes parents, students, grandparents, alumni, alumni parents, donors, and prospective parents.

Position Status:

- Full-time, calendar year, approximately 40 hours per week
- Non-exempt, hourly
- Work location - Primary location is DMC Central Office located at 7001 Westown Parkway in West Des Moines; works at the DMC Campus at 13007 Douglas Parkway in Urbandale, as needed.

Reports To: Head of Advancement

Qualifications:

- High school diploma required.
- AA degree or bachelor's degree preferred.
- Proficient in Microsoft Office and/or G-Suite.
- Working knowledge of email marketing platforms, social media channels, and databases preferred.
- Professing believer in Jesus Christ as Lord and Savior and committed to growing in relationship with Him.
- In agreement with the Des Moines Christian School Statement of Faith.
- In agreement with the Des Moines Christian School Biblical Convictions for Christian Education.
- Regularly attends and is actively involved in a church that affirms historic Christian orthodoxy (doctrine, faith, teaching, practice), consistent with the DMC Statement of Faith, through that church's public creed, confession, core beliefs, or statement of faith.

Professional Profile:

- Demonstrates commitment to the mission of DMC: *"Equipping minds, and nurturing hearts, to impact the world for Christ."*
- Characterized by integrity and maintains confidentiality.
- High attention to detail and accuracy.
- Utilizes critical thinking and strategic problem-solving skills.
- Demonstrated ability to work collaboratively with other departments and volunteers.
- Manifests effective verbal and written communication skills.
- Demonstrated ability to manage multiple projects and/or priorities.
- Willing to work a flexible schedule as needed to assist with events.
- Committed to excellent customer service.

Responsibilities:

- Provides development support for annual giving, the Lion Fund.
- Manages the silent auction for the True Blue Gala including soliciting items to be sold, managing physical inventory, and distributing items to auction winners.



- Updates sponsor logos as needed for electronic and physical signage.
- Manages inventory of DMC branded merchandise for both development and admissions and supports other departments as needed.
- Digitizes student information and updates our alumni software, Touchpros.
- Updates constituent information in our donor database.
- Partners with marketing to create social media content and schedule social posts.
- Connects with DMC alumni to gather testimonials and current demographic information.
- Supports Admissions and Development events, including the True Blue Gala, Golf Classic, Shadow Days, New Family Tailgate, and new student orientations.
 - Support includes ordering and picking up food and supplies, reserving venue space, and setting up events.
- Attends the Gala, Golf Classic, Open House, and some Admissions events.
- All other duties as assigned.