

Rooted in the Reformed tradition and centered in its trust of God's sovereignty and grace, the Seminary is an inter-cultural, ecumenical school of Christian faith, learning, and scholarship committed to its metro-urban and global contexts.

Our mission is to educate persons and strengthen communities for transformational, public ministries in church and society. We fulfill this mission through creative, contextual, and critical engagement with texts, traditions, and practices.

Position Description

Title: Advancement Assistant

Accountable to: Vice President of Advancement

Hours: Casual (less than part-time), Non-Exempt

Position Summary:

This position will support NBTS fundraising efforts by managing and optimizing our Donor Perfect database, assisting with donor communications, and providing administrative support to the VP of Advancement. This role is critical in ensuring the accuracy and efficiency of our donor management processes, contributing to the success of our fundraising campaigns and initiatives.

Responsibilities:

Database Management:

- Maintain and update donor information in Donor Perfect database.
- Ensure accuracy and integrity of donor records, including contact details, donation history, and communication preferences.
- Generate and analyze reports to support fundraising strategies and decision-making.
- Implement data clean-up projects and regular audits to maintain database accuracy.

Donor Communications:

- Create and distribute donor acknowledgment letters, thank-you notes, and other correspondence.
- Coordinate and manage donor mailings, including newsletters, appeal letters, and event invitations.
- Respond to donor inquiries and provide excellent customer service to enhance donor relationships.

Fundraising Support:

- Provide administrative support for fundraising events and campaigns, including event coordination and donor engagement.
- Assist in the preparation of fundraising materials, proposals, and presentations.
- Track, analyze and report on fundraising, donor engagement, and campaign performance.

Alumni:

- Coordinate communications with alumni including updates to website content, managing social media accounts/groups, emails, and mailings.
- Work as the staff liaison for the NBTS Alumni Association including attending meetings, assisting with events, and connecting them with appropriate NBTS Staff.

Team Collaboration:

- Work closely with the VP of Advancement to identify and implement process improvements.
- Collaborate with other departments to implement cohesive and coordinated donor communication.

- Participate in team meetings and contribute to the development of fundraising plans and goals.
- Other duties as assigned by the VP of Advancement.

Qualifications

- Associate's Degree and 2 years of relevant experience, or equivalent combination of education and experience
- Strong computer skills (Microsoft Office, database systems)
- Solid written and verbal communication skills.
- A self-starter with the ability to work cooperatively with others.
- Commitment to detail with high energy and willingness to work hard.
- Must exercise good judgment, ask for help or training as needed, and independently resolve problems and accurately report the results
- Commitment and understanding to working with a diverse and multicultural educational environment. Understanding of and comfort with Anti-Racism is a must.

Additional Desired Qualifications

- 2 years' experience in a nonprofit or education setting.
- Proficiency in DonorPerfect Donor Management Software.

New Brunswick Theological Seminary is an Equal Employment Opportunity employer.