



Date Posted: January 24, 2020

Send resume to: Renee Orr
Director of Advancement
rorr@cardinalohara.com

Type of Employment: Full-Time: Part-Time: If part-time, # of hours per week _____

Job Title of Open Position: Advancement Associate

Salary: Commensurate upon experience/education

Employer: Cardinal O'Hara High School

Location Address: 39 O'Hara Rd. Tonawanda, NY 14150

Employer website: www.cardinaloharra.com

Job Description

The Advancemnt Associate provides assistance with the day-to-day activities of the Advancment Office. Working on conjunction with the Director of Advancement, the Advancement Associate responsibilities include the planning and execution of school events including sponsor and donor solicitation, volunteer managemnt and stewardship, donor data management, communications and other clerical duties of the office.

Qualifications: Degree Requirements/Experience - Please specify level of education required (eg. high school diploma, associate's degree, bachelor's degree etc.) & years of experience required, if applicable)

- Bachelors Degree

Desired Skills

- The ideal candiate is an energetic, self starter with strong communicaton skills and be able to work independently in a fast-paced office.
- Knowledge of donor software is a plus
- Must be able to work nights and weekends when required

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **February 3, 2020.**

Please include: Résumé, [employment application](#) and [teacher application supplement](#) (if applicable)