



Advancement Associate

The Advancement Associate is a member of the all school advancement team. This person is the primary point of contact for development activities at the Swain Campus, working to inspire and organize the community's philanthropic support of the school, including but not limited to the Swain Fund, Swain specific events, special campaigns, and the Swain Association.

Duties and Responsibilities:

The Advancement Associate at Moravian Academy is a “connector” and is a crucial, full time position. The Advancement Associate reports to the Director of Institutional Advancement. The Advancement Associate works daily at the Swain Campus.

The Advancement Associate's responsibilities include the following, but are not limited to:

General

- Acts as the Advancement Liaison and primary contact for the Swain community and, along with the full Institutional Advancement team, leads the community in their philanthropic and volunteer contributions to the school.
- Contributes to the strategic direction of the Advancement Office and takes a leadership role in implementing major departmental initiatives.
- Directs the Swain Annual Fund working with Swain volunteers and collaborating with the Director of the Moravian Fund on strategy and process.
- Manages the Swain Parent Association and their activities. Collaborates with the Advancement Associate responsible for activities with the Moravian Parents' Association.
- Contributes to the Advancement team's projects across all three campuses.
- Should be flexible to perform a wide variety of work that will may evolve as the advancement office evolves
- Should be enthusiastic about the job, detail oriented, and able to maintain a high level of accuracy in performing job responsibilities.
- Team player with interpersonal skills and ability to get along well with diverse personalities.
- Self-starter, resourceful, well organized, with the ability to work well without supervision.
- Excellent communications skills.
- Fluent in creation and use of spreadsheets and operation of web applications; knowledge of Blackbaud is helpful.
- Represent the Academy at all times through respectful yet supportive communications with all constituents; maintain professional integrity and confidentiality of sensitive advancement information.

Event Coordination (in-person and online)

- Assists the Country Fair including the management of the Swain volunteer committees and the organization of the event's setup.
- Coordinates special events on the Swain Campus including Founder's Day, Trunk or Treat and othe Swain Association Activities.
- Helps to coordinate the all school annual Global Awareness Event
- Assists with the all school fundraising events activities especially as it relates to AuctionMaestro Pro and Text to Bid.

Qualifications (minimum)

- Bachelor's degree.
- 3-5 years of successful experience, preferably in a school, non-profit, or other community organization.
- Proficiency in web applications, data management, Excel and Google Sheets/Forms.
- A collaborative spirit and ability to see a job that needs to be done.

Start Date: October 1, 2021

Salary: The starting salary for 12-month administrators is in the \$60,000+ range

About the School

Moravian Academy, located in historic Bethlehem, Pennsylvania, is a PK through 12th grade coeducational college preparatory school and the ninth oldest independent school in the United States. Founded in 1742, Moravian Academy is still today a school in motion. After a recent merger with The Swain School, Moravian Academy comprises 900 students and 200 employees. The extensive facilities are located on three campuses which together are the premier choice for independent education in the Lehigh Valley region. Each campus possesses a distinct culture and setting:

- The Downtown Campus for Grades P-8 inside the national historic landmark district that is at the heart of the City of Bethlehem;
- The Merle Smith Upper School Campus for Grades 9-12, situated on 120 acres of green expanse in Bethlehem Township, approximately 7 miles from downtown Bethlehem;
- The Swain School for grades PK-8 with a 22-acre contemporary campus in the beautiful west end of Allentown, approximately 25 minutes from the Bethlehem campuses.

To Apply

Submit digital materials, including a letter of intent and current resume, to employment@moravianacademy.org. Address letter of interest to Mr. Bob Zaiser, Director of Institutional Advancement.