



## Presidio Hill School

San Francisco, CA

PreSiDio  
HILL  
SCHOOL

**Job Title:** Development Associate and Assistant to Head of School

**Status:** Full-Time, Non-exempt

**Start Date:** August 2017

### School Description

Presidio Hill School is an independent, progressive school serving 220 students enrolled in transitional kindergarten to 8th grade.

Established in 1918, Presidio Hill School is the oldest continuously operating progressive school in California; we will celebrate our 100th anniversary in the upcoming 2017/2018 school year! In keeping with this heritage, Presidio Hill continues to offer its students a challenging, project-based curriculum that prepares them for the future by attending to their developmental needs and by equipping them with tools and skills to be agents of social change. Guided by a skilled and caring faculty, students learn to be confident and curious, to be creative problem solvers and independent, critical thinkers. Learning is collaborative and active.

Our vibrant, diverse, and supportive community allows students to explore their unique voices, traits, and talents; our emphasis on the importance of community and justice encourages students to develop self-awareness, personal character, resilience, and an understanding of their role as stewards of the planet and citizens of the world.

### Position Description:

Presidio Hill School is looking for a personable, organized, flexible person to partner with and provide support to the Development Director and the Head of School. This is a unique position for a hands-on person who enjoys being actively involved in the life of a vibrant progressive school. The ideal candidate will be a welcoming presence who can represent the school and its mission in communicating well with students, their parents, teachers, staff, administrators, and visitors to the school. As a member of the extended administrative team, the Administrative Associate will be integrally involved in planning and problem-solving.

## **Primary Responsibilities:**

### **As Development Associate**

The Development Associate works closely with the Director of Development (DoD), creating strategies for the advancement of our School and providing administrative support. This is an especially exciting time to be joining Presidio Hill School as we will be celebrating our Centennial Anniversary. The work of the Development Associate falls into three main areas:

#### **Administrative Support:**

- Maintain and update all donor records in the Development database (InResonance Generations), and generate reports as needed.
- Coordinate mailings, including solicitation and acknowledgement letters, for Annual Fund and special initiatives or campaigns as assigned.

#### **Alumni Relations:**

- Execute the vision of a growing alumni relations program.
- Alongside the DoD and members of the Development Committee, cultivate connections for PHS alumni to the School and to one another
- Utilize social media to promote alumni events and showcase achievements

#### **Special Events:**

- Envision and coordinate special events that support the School's advancement program. These events are spread intentionally throughout the school year and include: Walk-A-Thon, Grandparents and Special Friends Day, the Annual Spring Party, and for the year ahead, events associated with our Centennial Anniversary.
- Serve as the liaison between the PGA and other parent volunteers on planning and execution of special events, including but not limited to resource-gathering, communication, and "day of" support.

### **As Assistant to Head of School**

Primary responsibilities include: managing the Head of School's calendar; serving as administrative liaison to the Board of Trustees; placing and tracking orders; maintaining inventory; providing administrative support for school events; helping with special projects and providing thought collaboration on school matters.

**General Professional Responsibilities:**

Presidio Hill School is committed to hiring and retaining employees who are committed to the mission of the school and the professional expectations that stem from that mission: that commitment should be visible through all the employee's interactions with children, colleagues, supervisors, families, and community members. PHS employees are expected to be knowledgeable, prepared, and responsive, to strive for high standards of professional integrity and proficiency, to maintain positive and respectful communications and interactions with all members of the PHS community, and to ensure the health, safety, and wellbeing of PHS students at all times. Employees should be strongly motivated to continually strive for best practices and to seek out appropriate professional development opportunities; PHS provides generous support for professional development. All PHS employees are expected to read and follow the policies and procedures as described in the Faculty/Staff Guidebook and the PHS Employee Handbook.

**Skills, Qualifications, and Experience:**

- A Bachelor's degree
- At least 2-3 years working in an administrative position with similar responsibilities
- Preferably prior work in a school environment
- Skilled with office software and technology; prior experience with any fundraising database as well as the ability to manipulate Excel to analyze data is strongly desired
- Good humor, energy, a passion for teaching and a love of learning

Presidio Hill School seeks a faculty and staff that reflect the broad range of diversity in the San Francisco Bay Area. We actively support equal opportunity for all people and encourage people of color and LGBTQ candidates to apply. Our school is strongly committed to learning about and promoting cultural competency in all interactions and programs.

Interested candidates should send a cover letter, résumé, and a list of two to three references and/or letters of reference via email (with Admin Associate in the subject line) to Tony Morgan (Director of Finance and Operations) at [tony@presidiohill.org](mailto:tony@presidiohill.org).