

**Qualifications:** A Bachelor's degree from a four-year college or university, or equivalent training and experience.

**Position Description:** Development/Communications Assistant:

The Development/Communications Assistant is responsible for managing a program of alumni, businesses, and friends communications, both electronic and print, and events that will retain positive relationships with graduating students and former alumni to encourage their continued financial support for the Academy and active participation in alumni affairs through regular communications and encouragement

- Develop, in collaboration with Head of School, Development Associate, and Development Office, a comprehensive Communications Plan for Washington Academy
- Assist in developing a budget for implementation of approved Communications/Marketing Plan
- Implement the Communications/Marketing Plan, which should include but is not limited to:
  1. Weekly press releases for print and web publication; and the WA Today Alumni newsletter of WA twice a year, November and June.
  2. Web site content management-weekly updates in photo galleries, news items, blogs, department pages, etc.
  3. Community Relations events
  4. Marketing of WA and its department programs
  5. Admissions promotional material development
  6. Campaign promotional materials, including stationery design
  7. Advertising
- Assist the Development Associate in day-to-day operations of Development Office
- Plan fundraising events and promotions to support the Annual and Capital campaigns
- Maintain timelines for publication of development material
- Become familiar with database management system
- Plan, organize and implement receptions, fundraising events, reunions and other special events for alumni and/or WA, or oversee their implementation, including, but not limited to Arts Fest, Summerside Series, Donor Recognition, Annual Trustee Tea, etc.

**Salary:** \$24,000-\$27,000, based on experience

**Additional Information:** As part of compensation the Development Communications Assistant will be provided health insurance, college course reimbursement, and an occasional opportunity to travel.