



Assistant to the Director of Advancement

Position Overview

The Assistant to the Director of Advancement supports the mission of North Hills Christian School by providing administrative and program support for the Advancement Office. This role assists with development, fundraising, marketing/communications, and community engagement efforts. The Assistant reports directly to the Director of Advancement and plays a vital part in advancing the school's relationships with donors, alumni, families, and the wider community.

Required Personal Qualities

- Has received Jesus Christ as personal Savior and demonstrates a clear testimony of faith
- Believes that the Bible is God's Word and the standard for faith and daily living
- Supports and agrees with the North Hills Christian School Statement of Faith

Qualifications

- High school diploma required; college coursework, experience in nonprofit or Christian educational settings preferred
- Proficiency with Google Workspace and Microsoft Office Suite; strong organizational and communication skills
- Must sign an NDF to ensure confidentiality of student, donor, and family information

Essential Responsibilities

- Represent and promote the mission and values of NHCS to families, donors, and community partners
- Support the Director of Advancement in development, marketing/communications, and event planning, including:
 - Maintaining donor and alumni records
 - Preparing correspondence, mailings, and reports
 - Assisting with fundraising campaigns and events (e.g., Eaglethon, IMPACT, Capital Campaign)
 - Coordinate and support newsletters, social media, and thank-you letters
- Provide general office support, including scheduling, data entry, and file management
- Assist with volunteer coordination and engagement
- Participate in school events, devotionals, retreats, and meetings as needed
- Perform other duties as assigned by the Director of Advancement



Professional Expectations

- Displays initiative, attention to detail, flexibility, punctuality and a collaborative spirit
 - Maintains confidentiality and discretion at all times
 - Models Christian character and supports the unity of the school community
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Working Conditions

- Office environment with occasional evening and weekend hours required for special events
 - Position is part-time or full-time as determined by the Director of Advancement
 - Likely Hours:
 - **Mid-August through May:** 7:30 AM - 3:30 PM
 - Scheduled time off must be requested at least one week in advance
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To Apply

Please submit a résumé to **Lindsay Triplett** at LTriplett@northhillschristian.com.

