



JOB DESCRIPTION – ADVANCEMENT COMMUNICATIONS ASSOCIATE

Title: Advancement Communications Associate

General Description: Long Island Lutheran Middle & High School (LuHi) seeks a highly organized, tech-savvy, and mission-driven Advancement Communications Associate to support fundraising operations, donor stewardship, communications, and alumni relations. Reporting to the Director of Advancement, this role is essential to the day-to-day success of LuHi's development efforts and provides critical support across data management, events, reporting, and constituent engagement. The ideal candidate is detail-oriented, proactive, and collaborative, with strong systems skills and a heart for Christian education.

Responsibilities: **Fundraising & Advancement Support**

- Provide administrative and operational support for all fundraising & strategic initiatives, including Shine On, LuHi Fund, Days of Giving, events, sponsorships, and campaigns .
- Lead gift processing, acknowledgments, pledge tracking, and donor stewardship workflows.
- Support prospect research, list building, and donor segmentation efforts.
- Solicit and maintain donations from long-time donors to assure retention or regain lapsed donors.

Data Management & Reporting

- Maintain accurate records in the School Information System and/or CRM (e.g., Blackbaud, Raiser's Edge, NXT).
- Use best practices and initiate technology through professional development to streamline processes for efficiency.
- Perform regular data entry, imports, exports, and data hygiene tasks.
- Support analysis of donor, alumni, and parent data to inform strategy and outreach.
- Generate mailing lists and regular reports for advancement, leadership, and auditors.

Communications & Alumni Relations

- Assist with Advancement emails, newsletters, invitations, social media coordination, and alumni outreach.
- Support alumni relations initiatives, including reunions, networking events, engagement campaigns, and stewardship efforts.
- Coordinate logistics and communications for alumni and donor events.

- Help ensure consistent messaging aligned with LuHi’s mission, vision, and core values.
- Serve as communications coverage during staff leave, supporting LuHi social media, newsletters, website updates, and necessary communications.

Events & Engagement

- Provide logistical and administrative support for advancement events such as the LuHi Open, Bid-for-Kids Auction, alumni gatherings, and stewardship events.
- Assist with event registration, guest lists, follow-up communications, and post-event reporting.

Education Bachelor’s degree preferred

Experience 1-3 years of experience in advancement, development, communications, nonprofit administration, higher education, or independent schools preferred

Required Qualifications

- Strong organizational skills with exceptional attention to detail
- High level of comfort with technology, databases, and reporting tools
- Experience working with CRMs or School Information Systems strongly preferred
- Proficiency in Microsoft Office and Google Workspace
- Strong written and verbal communication skills
- Ability to manage multiple priorities and meet deadlines
- Discretion and professionalism when handling confidential information
- Alignment with LuHi’s Christ-centered mission and values

Preferred Skills and Attributes

- Experience with Blackbaud products (Raiser’s Edge/NXT) or similar systems
- Analytical mindset with interest in data-informed decision-making
- Collaborative, service-oriented approach

Reports to: Director of Advancement

Supervises: N/A

Salary Range: \$50,000-\$65,000 annual + comprehensive benefits package

To Apply: Applicants should send a resume and cover letter to: human.resources@luhi.org and refer to “Advancement Communications Associate”.