



Bridgton Academy

INSTITUTIONAL ADVANCEMENT OFFICE MANAGER

📍 North Bridgton, Maine

START DATE: September 10, 2024



ABOUT BRIDGTON ACADEMY

Bridgton Academy, established in 1808, is the nation's leading postgraduate program for boys. In the year between high school and college, we prepare young men to achieve their goals by providing unmatched college-preparatory academic instruction, NCAA-level athletic development, and a deliberate residential campus experience that fosters personal growth, self-confidence, and the independence to be successful in college and life beyond.

Located in the Lakes Region of Maine, Bridgton students and staff enjoy opportunities to study, work, and recreate in one of the most scenic places in New England, as well as enjoy a positive and rewarding work environment within our state-of-the-art campus facilities.

POSITION DESCRIPTION:

The qualified **Institutional Advancement Office Manager** must be a highly motivated professional, ready to join a dedicated team focused on the advancement of Bridgton Academy's mission. The Office Manager must possess a high-level of oral and written communication skills, as well as the ability to stay upbeat in a fast-paced and dynamic setting. Exceptional organizational skills and attention to detail are a must. A genuine enjoyment of working with a diverse constituent base is a foundational element of this position.

The Institutional Advancement Office Manager should also possess the following skill sets:

- Ability to meet and greet all visitors, as well as answer the phone with a smile.
- Ability to work on a deadline, function independently as needed, and handle a variety of pressing tasks.
- Ability to think creatively and critically about tasks assigned, providing solutions to needs of the department.
- Ability to work as a team player in a fast-paced environment.

ESSENTIAL FUNCTIONS:

Reporting to the Director of Institutional Advancement, the Institutional Advancement Office Manager will:

- Serve as a welcoming presence and host to all campus visitors, including alumni, parents of alumni, and friends of the Academy.
- Handle all incoming calls to the Institutional Advancement office.
- Manage office orders and assist with budgetary tracking.
- Oversee all direct mail efforts and serve as a writer when needed for appeals, event promotion, and additional constituent outreach.
- Assist with email-marketing efforts, including the Academy's monthly e-newsletter.
- Assist with writing efforts for the Academy's bi-annual magazine, *Bridgton Academy Today*.
- Provide prospect research and constituent reporting as requested by Institutional Advancement team.
- Maintain clean database records and updated constituent information.
- Oversee all event planning and execution for Institutional Advancement events both on and off campus, including invitations, scheduling, marketing, data/analytics, and follow up.
- Maintain annual calendar of all Institutional Advancement special events and ensure adequate marketing/outreach efforts.
- Manage the organization of Academy's annual Holiday Auction including item tracking, posting, marketing, and solicitation.
- Process all donations to the Academy in a timely and accurate fashion, ensuring prompt receipt and acknowledgement of all gifts.
- Provide gift tracking and reporting as requested by the Director of Institutional Advancement.
- Proofing and editing of all written materials including appeal letters, personal outreach, email marketing, and Academy publications.



ADDITIONAL DUTIES

- Some evening and weekend work and events will be required.

SALARY AND BENEFITS:

- Competitive salary commensurate with experience.
- Bridgton Academy offers a robust, competitive benefits package including medical, dental, vision, short- and long-term disability, life insurance, a very generous paid time off policy, and a retirement plan with company match.

QUALIFICATIONS AND ATTRIBUTES:

- Bachelor's degree preferred. Preference will be given to candidates with advancement office experience.
- Familiarity with database systems and reporting.
- Experience with email marketing and communications.
- Basic prospect research skills.
- High caliber writing and editing ability.
- Demonstrated success in fundraising and constituent relations.
- Comfortable interacting with alumni, parents, students, and other constituents.
- Excellent written, verbal, and interpersonal communication skills.
- Attention to accuracy, details, and deadlines.
- Proficient use of Microsoft Office Suite, especially Word, Excel, and PowerPoint.

HOW TO APPLY:

Bridgton Academy has engaged Dovetailed to lead this search. Interested candidates should email a cover letter (addressed to Director of Institutional Advancement, Jessica Priola), a resume, and a list of at least three professional references consolidated as a single PDF document to Ashlyn Chillemi, Recruiter, at ashlyn@dovetailedsourcing.com. *Please do not contact the school directly.*

Bridgton Academy is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other status protected by law.

