

## **Setting the Standard for Exceptional Care**

For over eighty-five years, Silver Hill Hospital has been at the forefront of psychiatry and leading the way in providing the best treatment for psychiatric illnesses and addiction. Our non-profit hospital has over 300 employees, is situated on 44 acres in New Canaan, CT and is accredited by the Joint Commission. The work of the advancement team will facilitate the philanthropic support needed to take Silver Hill to new heights, allowing us to better serve our patients and have a greater impact on the field of mental health.

### **Temporary Advancement Administrative Assistant**

This is a full-time temporary contract position reporting to the Director of Advancement Operations. The Advancement Assistant will assist in all aspects of the department including any activities and processes related to annual giving and stewardship, external communications, cultivation and stewardship, and data integration in Raiser's Edge in support of the fundraising programs at Silver Hill Hospital. The successful candidate will be a professional administrative assistant, with past experience in fundraising and proven expertise using Raiser's Edge. The ability to multi-task independently during a fast-paced fundraising season is essential in this position. The ideal candidate for this job is resourceful, a good problem solver, and highly organized. Assuring a steady completion of work in a timely manner is key.

#### **Essential Functions:**

- Provide Executive Support for the Advancement team
- Complete Gift processing, acknowledgement processes and reporting using Raiser's Edge
- Support hospital-wide fundraising efforts
- Responsible for calendar management, scheduling, and event support

#### **Qualifications:**

- Bachelor's degree required
- Two years of experience as an Administrative Assistant in a fundraising environment required
- Proficient in Microsoft 365 suite, including Microsoft Teams
- Ability to thrive in a fast-paced team setting
- Excellent organizational and communication skills
- Experience with fundraising software (Raiser's Edge preferred)
- Experience with not-for-profit fundraising preferred.
- Understanding and appreciation for the mission of Silver Hill Hospital

**Salary Range:** \$25-30/hour

Apply [Here](#):

Silver Hill Hospital  
208 Valley Road, New Canaan, CT. 06840

[www.silverhillhospital.org](http://www.silverhillhospital.org)

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