

## **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 is situated on 44 acres in New Canaan, CT, currently has 129 beds, and is accredited by the Joint Commission.

### **Advancement (Development) Assistant**

This is a full-time position reporting to the Director of Advancement Operations. Under the general direction of the Director of Advancement Operations, the Advancement Assistant will support fundraising operations including gift and data entry, acknowledgement, and reporting in Raiser's Edge donor database. Additionally, the Advancement Assistant will provide support and preparation for frontline fundraisers and leadership volunteers, and general office administration including administrative support to the Chief Advancement Officer (CAO) and Advancement team.

#### **Essential Functions:**

- Support for Advancement – 50%  
Provide thoughtful, proactive, administrative support to the Chief Advancement Officer, Director of Advancement Operations, and frontline fundraising team, and support general office organization. Coordinate daily calendars, manage phone calls and emails, make travel arrangements, and help plan appointments and events for streamlined travel, brief/debrief CAO on appointments with donors and document interactions and next steps in Raiser's Edge NXT. Interface with the SHH President's office as needed on activities above.
- Raiser's Edge gift and biographical entry, acknowledgement and reporting – 50%  
Manage entire gift entry procedure and process daily gifts in a timely and accurate fashion, adhering to the policies and procedures ensuring proper gift receipt and acknowledgment. Analyze gifts to determine proper coding, including the selection of campaigns, funds, appeals, etc. for each gift to be processed. Work with the Director of Advancement Operations, Database Administrator and Finance on a daily, weekly, and monthly basis to balance database records to bank deposits thus ensuring accurate data entry for financial reporting

#### **Qualifications:**

- Bachelor's degree.
- Experience as an executive assistant, managing a senior executive in a fast-paced nonprofit fundraising environment.

- Demonstrable experience in all facets of a Raiser's Edge fundraising donor database, including gift entry, acknowledgement, reporting and database maintenance.
- Skilled in MS Office suite and familiarity with Salesforce, online calendars and cloud systems and experience using office equipment.
- Excellent organizational skills with an ability to think proactively and prioritize work. The candidate should demonstrate great time management skills, accuracy, and strong communication skills (via phone, email and in-person) to effectively represent the CAO of the organization.

**Preferred Qualifications:**

- Experience in and knowledge of the principles and practices of fundraising with an understanding of individual giving programs and annual fund programs preferred.
- Experience in supporting clinical-based programs preferred.

**Salary Range:** \$50,000 - \$58,000 depending on experience

**Silver Hill Hospital**

208 Valley Road, New Canaan, CT 06840

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

*Silver Hill Hospital has mandated the COVID-19 vaccination for all staff, contractors, consultants, students and volunteers. For more information, or accommodation questions, please reach out to the Human Resources Department.*

*All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability, veteran status or any other characteristic protected by law.*

Apply Now:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=3687df39-47d7-40fa-8d31-0f9a62e6e22b&cclid=19000101\\_000001&lang=en\\_US&jobId=9200383038103\\_1&source=EN](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=3687df39-47d7-40fa-8d31-0f9a62e6e22b&cclid=19000101_000001&lang=en_US&jobId=9200383038103_1&source=EN)