

Holy Cross College
Student Employment

Title: **Advancement Student Assistant – Advancement Services & Stewardship**

Department: Mission Advancement

Supervisor: Sarah Charles OR Moira Dyczko

Email: scharles@hcc-nd.edu OR mdyczko@hcc-nd.edu

Schedule: Approximately 8-12 hours per week, to be determined with the supervisor

Rate of pay: \$15.00 per hour

Location: President's Wing and Driscoll 100

Purpose

Join a collaborative and mission-driven team where your attention to detail, communication skills, and curiosity will help strengthen relationships with donors—and directly enhance the student experience. Provide administrative support to Advancement Services and Stewardship to assist with recognizing donors through thank you notes and calls, events, and storytelling about student and faculty successes to share the impact of donations, while also maintaining data integrity and providing operational support.

Gain hands-on experience in nonprofit operations, communications, and event planning. Collaborate with colleagues who value your contributions and encourage your development and help advance our mission driven work to support students and programming at Holy Cross College.

Essential Job Duties:

- Ensure smooth operations by collecting and sorting daily mail, including incoming gifts and checks.
- Maintain donor trust through accurate gift entry in our donor database (training provided) and preparing documentation for deposits.
- Keep our data clean and current by updating constituent records (addresses, phone numbers, emails) and assisting with data clean-up projects.
- Support strategic fundraising by researching donor and alumni profiles to inform outreach and engagement.
- Streamline processes by drafting and organizing standard operating procedures (SOPs) that improve team efficiency.
- Strengthen donor relationships by preparing mailings, pledge reminders, and acknowledgment materials.
- Express gratitude by calling donors to thank them personally on behalf of the College.
- Tell compelling stories by interviewing students and faculty to showcase the real-world impact of philanthropy.

- Bring events to life by assisting with planning, setup, tear down, RSVP tracking, and registration management.

Minimum Education, Skills and Abilities:

- Current Holy Cross College student in good academic standing.
- Excellent interpersonal, written, and oral communication skills.
- Strong attention to detail and ability to maintain confidentiality of sensitive donor information.
- Ability to work independently with minimal supervision.
- Strong organizational skills and ability to follow established procedures.
- Proficiency with Microsoft Word, Excel, and Outlook.

If you are interested in this position, please email the supervisor listed above with a short statement of interest/resume recommended.