



MOUNT ST. MARY ACADEMY

Interim Advancement Associate (late October 2026- end of February 2027)

Supports Communications, Alumnae Relations and Event Coordination

Position Summary

The Interim Advancement Associate supports the planning, execution, and follow-up of fundraising events while assisting with social media, communications, and special projects. This role is supervised by the Director of Advancement and the person works closely with the Coordinator of Events and Alumnae Relations.

Key Responsibilities:

COMMUNICATIONS:

- **Website and Digital Sign:** Update to reflect current school information
- **Social Media & Content Creation:** Develop and post engaging content for school events, student activities, Admissions initiatives, holidays, athletics, musicals, ceremonies, and other school community highlights. Capture photos and event content for social media.
- **Student & School Communications:** Collaborate with students to create content and support communications for Spirit Week, Home for the Holidays, Accepted Students Week, Semi-Formal, Junior Ring Ceremony, and other school events.
- **Alumnae Communications:** Assist the Advancement team with the monthly Alumnae Newsletter and other alumnae-related communications.
- **Internal Communications:** Create and distribute the weekly “**This Week at MSM**” email to employees.

EVENTS:

- **Event Support:** Assist with the setup, execution, and breakdown of major school, alumnae, and fundraising events, including Meat Raffle, Chrysalis Gift Gatherings, Alumnae Career Day, Alumnae Night at the Musical, Breakfast with Santa, and Chrysalis.
- **Event Coordination:** Welcome and direct guests, coordinate with volunteers and students, monitor event activities, assist speakers and presenters, and complete miscellaneous event-day responsibilities.

- **Event Communications & Follow-Up:** Create and distribute invitations, promotional emails, social media content, thank-you emails, letters, and cards for guests, sponsors, donors, speakers, and volunteers.
- **Event Materials:** Assist with the creation and production of program books, PowerPoint presentations, welcome materials, name tags, welcome bags, auction item descriptions, and other event-related materials.

Supports:

- **Advancement Logistics:** Assist with sponsorship and in-kind gift requests, donor correspondence, gift logging, auction item organization, and preparation of auction materials and event communications.
- **Admissions & Community Engagement:** Partner with the Admissions team on promotional content and coverage of Accepted Students Week and other admissions initiatives.
- **Administrative & Special Projects:** Provide general administrative support, including mail merges, printing, mailing, organizing materials, and other projects as assigned.

Qualifications & Skills

- Strong organizational and time-management skills; Ability to manage multiple projects and deadlines
- Excellent written and verbal communication skills
- Creativity and an understanding of social media and digital content
- Strong attention to detail
- Professional, friendly, and service-oriented demeanor
- Ability to work collaboratively
- Photography, graphic design, or social media experience is a plus

The Interim Advancement Associate will be responsible for performing other duties as assigned by the Principal or Director of Advancement.

Bachelor's degree in marketing, communications, or business preferred.

Daily pay rate is set at \$170.00/ day.

Any interested candidate should submit a cover letter and resume to Bryanna Prince, Director of Advancement, bprince@msmacademy.org, by Friday, September 25, 2026.