



For more than forty years, St. James' Episcopal School has been a leading elementary school in the heart of Los Angeles. We provide our students in Preschool through Grade Six with a solid educational foundation as well as a strong grounding in the Episcopal faith, a keen sense of community, and an eagerness to learn about and respect the world around them.

A place that is welcoming and respectful with a wonderful sense of community, St. James' School takes pride in its diversity and commitment to Episcopal education. Located in the mid-Wilshire section of Los Angeles, St. James' is a mission of St. James' Episcopal Church.

St. James' enrolls 345 students in Preschool through Grade Six. Along with strong training in core academics, the School offers enrichment through classes in the arts, in the sciences, in religion, in Spanish, in library, and in physical education.

St. James' School is seeking a full-time **Advancement Manager beginning July 1, 2010.**

The Advancement Manager is responsible for supporting the Advancement departments of St. James' School. She or he will assist with all activities relating to fundraising, marketing, publications, and parent and alumni relations for the School.

Minimum Requirements

- BA or BS degree
- Two or more years of executive level administrative/office support experience
- Must have working knowledge of Microsoft Office Suite and Raiser's Edge
- Working knowledge of databases
- Exhibit sensitivity, discretion, and a positive disposition
- Detail oriented with excellent organizational skills
- Show initiative and follow through to complete tasks
- Excellent oral and written communication skills
- Exceptional people skills
- Strong phone and email etiquette
- Ability to work independently and as part of a team
- Knowledge of or experience in fundraising and/or independent schools highly desirable
- Korean Language a plus
- Marketing background a plus

Some evening and weekend hours for events are required.

Compensation is competitive with full benefits. Candidates should send by e-mail a resume, letter of interest, and the names and phone numbers of five references to jobs@sjsla.org. Applications will be considered until the position is filled.

St. James' is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status. Applications will be considered until the position is filled.