



CATHOLIC, COLLEGE PREPARATORY
SCHOOL FOR YOUNG WOMEN

MERCY HIGH SCHOOL
Farmington Hills, MI
INVITES APPLICANTS FOR THE POSITION OF
PART-TIME ADVANCEMENT ASSISTANT

Join our highly committed team of Mercy educators who have a passion for Catholic education and a willingness to inspire our students to become “Women Who Make A Difference.”

[Mercy High School](#) is a sponsored ministry of the Institute of the Sisters of Mercy of the Americas and is a member of [Mercy Education](#). Compelled by our Catholic faith and the spirit of the Sisters of Mercy, Mercy High School is a premier college preparatory school that educates and nurtures young women of diverse backgrounds to excel academically, serve compassionately, and lead courageously. Our work embodies the Critical Concerns of the Sisters of Mercy and the Mercy Education Core Values: Compelled by Mercy; Educational Courage; Inspired By Faith; Principled Leadership; Voice For Dignity and Respect.

Mercy High School is composed of a racially, ethnically, and economically diverse student body of approximately 500 young women. Our commitment to diversity, equity and inclusion is reflected in our policies, curriculum, and extracurricular activities which align to the Sisters of Mercy Critical Concerns: Racism, Immigration, Women’s Issues, Care for the Earth and Non-Violence.

POSITION DESCRIPTION

Mercy High School in Farmington Hills is seeking a detail-oriented Advancement Assistant to support the daily operations of our dynamic Mission Advancement Team. Under the supervision of the Director - Database Management, the Advancement Assistant will be responsible for processing all gifts and acknowledgments, managing data entry and reporting in Raiser’s Edge, and ensuring accurate and timely donor stewardship. This role also includes serving as the first point of contact for the Advancement Department, providing administrative and hospitality support for events, and maintaining office operations. The ideal candidate is highly organized, customer-service driven, and passionate about Mercy’s mission.

Major areas of responsibility include:

- **Gift Process**
 - **Manage the end-to-end gift acknowledgment process**, including processing all mailed and online donations, accurately entering gifts in Raiser’s Edge, and generating acknowledgment letters within 48 hours.
Coordinate the signature and mailing process to ensure all acknowledgments are sent promptly, professionally, and with appropriate personalization.
 - **Prepare pledge payment reminders and donation reports** to support donor stewardship and financial tracking.
 - **Lead the annual review and update of acknowledgment letter templates** in collaboration with internal stakeholders to ensure messaging reflects current initiatives, tone, and mission alignment.



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SCHOOL FOR YOUNG WOMEN

- **Data Entry**
 - **Ensure accurate and timely data entry** of all gifts, pledges, and constituent updates in Raiser's Edge, following established coding and naming conventions.
 - **Update constituent records** promptly to reflect changes to data.
 - **Manage annual data projects**, including the entry of new families, graduating/switching constituent statuses, and other bulk updates.
 - **Ensure data integrity and consistency** by auditing records regularly for duplicates, formatting issues, and outdated information; run monthly duplicate reports in Raiser's Edge NXT and resolve discrepancies.
 - Generate reports and mailing lists as needed.
- **Office Management & Hospitality**
 - **Serve as the first point of contact for the Advancement Office**, greeting guests and answering phone calls with warmth and professionalism to ensure a welcoming experience.
 - **Maintain guest hospitality and office readiness**, ensuring coffee, tea, water, and other refreshments are available and the space is prepared for visitors.
 - **Monitor and replenish office supplies** as needed to support the day-to-day operations of the Advancement team.
- **Administrative Support:**
 - **Provide comprehensive administrative support for Advancement events and initiatives**, including the creation of event materials such as programs, nametags, signage, and printed documents; assist with event logistics including set-up and clean-up; and ensure event participation data is accurately entered into Raiser's Edge to support ongoing stewardship and reporting.
- **Perform other duties as assigned** to support the goals and operations of the Advancement Office and the broader mission of Mercy High School.

Schedule Recommendation:

- Recommended schedule: 3 day 12 month contract from 8am - 4pm
 - Long school breaks
 - Christmas Break - 2 days
 - Easter Break - 1 day
 - Winter Break - review and adjust work schedule in alignment with school closures and operational needs.

KEY QUALIFICATIONS/REQUIREMENTS

- A minimum of three years of experience in administrative support, fundraising operations, or donor services, preferably in a non-profit or school setting.
- Demonstrated proficiency in donor database systems, with a strong preference for experience in Raiser's Edge NXT.
- Exceptional attention to detail and a commitment to data accuracy and donor stewardship.
- Strong organizational and time management skills with the ability to prioritize and meet deadlines.



CATHOLIC, COLLEGE PREPARATORY
SCHOOL FOR YOUNG WOMEN

- Excellent written and verbal communication skills; professional and personable with a service-oriented mindset.
- Experience generating reports, managing mailings, and supporting events or donor communications.
- Comfortable working independently and collaboratively as part of a fast-paced team.
- Proficient in Microsoft Office Suite and Google Workspace; ability to learn new systems quickly.
- Bachelor's degree in nonprofit management, business, communications, or a related field preferred.
- Deep appreciation for Mercy High School's mission and the value of Catholic, college-preparatory education for young women.

Applicants should visibly demonstrate a willingness to expand their knowledge and engage in professional growth opportunities in all areas including Diversity, Equity and Inclusion, attend a Protecting God's Children workshop and complete a background check.

Interested candidates are invited to send a letter of interest and resume for immediate consideration to Maureen Duncan, Director of Advancement, at advancement@mhsmi.org. Applications will be reviewed on a rolling basis, and this job posting will remain open until filled.

Mercy High School is an Equal Opportunity Employer and considers all applicants for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the school may consider an applicant's religious affiliation in its employment decisions consistent with State and Federal law.