



THE CAMBRIDGE SCHOOL

Classical Education • Christian Worldview • Fully Integrated

Employment Opportunity

Job Title: Development Assistant
Job Type: Part-Time (16 hours/week)
Department: Development Office
Reports to: Director of Advancement

OVERVIEW

The Cambridge School is a K-Prep through 12th grade Classical Christian school located in beautiful San Diego, CA. Founded in 2006 for the purpose of providing a distinctly Christian education in the classical tradition, Cambridge is equipping its students to know, love, and practice that which is true, good, and beautiful and is preparing our students to live purposefully and intelligently in service of God and neighbor. Get acquainted with us at www.cambridgeclassical.org.

We are seeking a part-time development assistant who will be responsible for providing administrative support to the Development Office and be the assistant to the Director of Advancement. The development assistant plays an important role by providing administrative support to the Development Office and assisting all fundraising activities including donor communications, setting meetings, managing the development schedule, and special events. The qualifications for this position are a minimum of three years' experience in an administrative position, preferably in a not-for-profit development office, and excellent verbal and written communication skills. Accuracy and attention to detail is absolutely required, as well as a track record of reliability, confidentiality, and conscientious work habits.

More hours may be available if the individual is interested in bookkeeping for the Business Office.

If you are interested in pursuing this unique opportunity, please send a letter of interest and your résumé or curriculum vitae to careers@cambridgeclassical.org.