

Advancement Assistant

Department: Advancement

Reports to: Director of Advancement

Job Summary:

The key role of this position is support in marketing, communication, alumni and events management, and also in performing all tasks related to the ISM's Filipino Scholars Program, including the Victoria SyCip Herrera Filipino Scholarship Foundation (VSHF).

Qualifications:

- Bachelor's degree
- Knowledge of accounting procedures and project and event management
- At least two (2) years of related experience
- Proficient in productivity applications, both installed and cloud-based apps
- Excellent verbal and written communication skills
- Demonstrates strong sense of organizational and time management skills and detail-oriented
- Highly motivated, pro-active, flexible, team player, and is able to multitask
- Ability to identify issues, determine solutions and work in a collaborative environment
- Confidentiality is a must

Key Responsibilities:

- Provides overall support for the Advancement Office: Marketing, Communications, Alumni Relations, including the ISM Filipino Scholars Program, the VSHF, and Reception coverage when required.
- Assists in photography coverage of school events for the Advancement Office photo pool.
- Supports the creation of marketing materials for events and divisional/departmental requests.
- In charge of maintaining and organizing all ISM legacy materials and archives pertaining to the school's history.
- Manages and tracks purchases/payments/deliveries and inventory of advancement office merchandise.
- Assists in the scholarship application process, including communication with candidates, Scholars Testing Day, support for onboard scholar requests and requirements.
- Aids in the planning of scholar activities (quarterly meriendas, Kamustahan, etc.), fundraising events, and any other related activities.
- In charge of the accounting, audit, and government requirements (BIR, SEC, business permit, etc.) of the VSH Foundation, including preparation and timely submission of all documentation required and coordination with the audit firm, accounting services provider, VSHF Trustees, and Corporate Secretary.
- Supports in the preparation of the VSHF Annual Report, coordination of the Annual General Meeting and any additional Special Meetings, as required.
- In charge of bookkeeping and check preparation for administrative payments.
- In charge of all donation transactions, including processing donations, preparing invoices and donation certificates, and coordinating with donors and related external parties.
- In charge of ordering and maintaining donation plaques on the VSHF Giving Tree and high school courtyard benches.
- Strongly identifies with ISM and its vision and mission.
- Fosters and sustains a community that rejects all forms of discrimination.
- Assists in developing and maintaining safe spaces for all individuals at ISM.
- Performs additional duties assigned by the Supervisor.