



SOUTHERN TEACHERS AGENCY

... when only the best will do!

**Development Associate
San Antonio Academy of Texas
San Antonio, Texas**

www.sa-academy.org

Southern Teachers Agency is assisting San Antonio Academy of Texas in the search for a Development Associate. San Antonio Academy offers prekindergarten through eighth grade boys an exceptional academic program that features small classes, a family-like atmosphere, the development of a positive self-image, and a foundation for life based upon love of God and country, integrity, and respect for each other.

San Antonio Academy of Texas seeks a highly organized professional with excellent decision-making abilities to provide donor relations support and general administrative office support for the Development Office. The Development Associate manages the database, tracks endowments, generates reports, conducts research, coordinates mailings, and provides assistance for events. The position works closely with the Business Office to maintain records and reconcile financial reports. This is a full-time salaried position that occasionally requires work on evenings, weekends, or other days posted as "school holidays."

Candidates should demonstrate a full understanding of the capabilities and functions of relational databases, have excellent written and verbal communication skills, be able to write, edit and proofread written documents, and be able to nurture effective working relationships with staff, volunteers, and donors. Candidates should have three to five years of experience in development, advancement, fundraising, or a related field. Comprehensive working knowledge of Raisers Edge is strongly preferred.

Interested applicants should submit by email an [STA application](#), current resume, list of references, and personal statement to

Mr. Jamie Estes
Estes@SouthernTeachers.com

This position begins in July of 2012.