

**Advancement Assistant
(Immediate Opening - Starting February of 2026)**

Houston Academy, Dothan, AL

Job Description:

Houston Academy is a premier independent, college preparatory school located in Dothan, AL. Houston Academy seeks a highly organized, detail-oriented, and service-minded Advancement Assistant to support the school's Development, Marketing, Admissions, and Registrar functions starting in February of 2026. The Advancement Assistant plays an essential role in the daily operations of the Advancement Office, providing administrative support, coordinating events, managing data, and assisting with communication and outreach efforts that strengthen the Houston Academy community.

This position reports directly to the Assistant Head of School for Institutional Advancement.

The ideal candidate is proactive, dependable, and comfortable working in a dynamic, fast-paced environment.

Educational/Professional Requirements:

- Strong organizational skills with the ability to manage multiple tasks and deadlines.
- Excellent interpersonal and communication skills; a positive, team-oriented attitude is essential.
- Experience with Google Workspace (Docs, Sheets, Forms, Drive) required.
- Experience with DonorPerfect and/or PowerSchool preferred but not required.
- Proficiency in data entry, file organization, and general administrative support.
- Ability to represent Houston Academy professionally to donors, families, alumni, and students.
- Team player with a commitment to collaboration and service.
- High attention to detail and accuracy.
- Discretion when handling sensitive or confidential information.
- Enthusiasm for supporting the mission and community of Houston Academy.
- Strong customer service skills, with a friendly, positive, and welcoming demeanor when interacting with families, donors, alumni, and campus guests.

Advancement Assistant Job Duties:

Development Support

- Assist with daily gift processing, including accurate data entry, donor acknowledgment letters, and maintaining donor records.
- Support fundraising campaigns such as the Raider Fund and Giving Week.
- Prepare reports, mailings, and communication pieces for donor engagement.

Marketing Support

- Assist with content gathering, editing, and organization for marketing publications and digital communication.
- Maintain organized archives of photos, media files, and promotional materials.
- Support social media and website updates when needed.

Admissions Support

- Assist with scheduling and coordinating admissions tours and prospective family communications.
- Provide support during Admissions events and maintain accurate database records for inquiries and applicants.
- Serve as a welcoming, professional contact for prospective students and families.

Event Support

Support planning, logistics, and execution for Advancement Office events, including but not limited to:

- Alumni and New Family Tailgate.
- Admissions and Alumni Tours & Previews.
- The Party - Houston Academy's annual gala.
- Grandparents Day.
- Additional school or community events as needed

Duties include managing RSVPs, preparing materials, coordinating volunteers, setting up event spaces, and day-of event support.

Registrar Support (Partial Duties)

- Assist with attendance management, including recording daily attendance and communicating with families as needed.
- Support the maintenance and accuracy of student records, including enrollment, withdrawals, and academic documentation.
- Help ensure data consistency and compliance within PowerSchool or other school systems.
- Coordinate with division offices on attendance or records-related needs.

Administrative & Data Responsibilities

- Perform accurate and timely data entry for donations, inquiries, attendance, and student records.
- Maintain organized digital and physical filing systems.
- Generate reports, mailing lists, and database queries as needed.
- Handle confidential information with discretion and professionalism.

Salary will be commensurate with degree level and teaching experience.

Houston Academy is a member of the National Association of Independent Schools, the Southern Association of Independent Schools, and the Alabama Association of Independent Schools.

Houston Academy is an Equal Opportunity Employer. It strives to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, sex, religion, national origin, age, sexual orientation, handicap or disability in accordance with applicable federal and state laws. It is the intent and resolve of Houston Academy to comply with the letter and the spirit of the law in the implementation of all facets of equal opportunity. This equal opportunity policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, compensation and training.



If interested in this position, please email your vitae, list of references, and a personal/educational statement to Mr. Nathan Watts at wattsn@houstonacademy.com . For more information, please visit our website at www.houstonacademy.com and our Facebook page.