



## **JOB DESCRIPTION**

**Position: Advancement Team Coordinator**

**Reports to: Development Specialist**

**General Responsibilities:** The Advancement Team Coordinator works in support of the goals, programs and activities of the Advancement Team. The coordinator will facilitate the work of the Advancement Team through planning, preparing and organizing events, campaigns, activities and special projects. The Advancement Team Coordinator will demonstrate professionalism and confidentiality in all aspects of work; have the poise and professionalism to work with a broad range of school leaders and parents; be detail oriented; have superior organizational skills; present excellent verbal and written skills; exhibit initiative; work independently and as part of a team. The Advancement Team Coordinator will have the capacity to deal well with a wide range of relationships and situations while maintaining the highest degree of confidentiality.

**Work Hours:** 7:45 a.m. to 4:15 p.m. Monday through Friday. Hours may vary based on event needs.

### **Specific Responsibilities:**

- Serve as liaison for the Parent Teacher Fellowship. Attend monthly Council and Executive Council meetings. Serve as advisor for event chairs and Council officers.
- Manage the Development database to ensure the integrity of the database for mailing lists, correspondence and reports.
- Enter data and produce correspondence as assigned.
- Manage the Helping Paw program.
- Manage the Advancement Team's calendar to ensure accuracy and consistency with the school and chapel calendars and timeliness of strategic annual plan.
- On-site coordinator for all Advancement Team sponsored events.
- Coordinate, organize and implement assigned Advancement Team events such as prospective parent open houses, donor cultivation events, special chapel programs, receptions, presentations, etc.
- Maintain log of event details including compiling notes from post-event debriefs
- Partner with the Development Specialist to enhance the fundraising activities for the school
- Provide administrative support to the Advancement Team
- Campus supervision duties as assigned.
- Other duties as assigned

**Requirements:**

- Professes a saving faith in Jesus Christ as Lord and Savior and accepts the authority of scriptures as a guide for faith and living
- Bachelor's Degree
- Strong administrative/clerical skills
- High proficiency with technology, Google Docs and RenWeb
- Outstanding interpersonal skills
- Ability to handle multiple projects simultaneously and prioritize effectively
- Detail-oriented
- Excellent written and verbal communications skills
- Eager to collaborate with Advancement Team
- Independent/Christian school experience is preferred

10.26.16