



St JOHN'S
EPISCOPAL SCHOOL

Admissions and Advancement Coordinator

St. John's Episcopal School seeks an experienced Admissions and Advancement Coordinator.

Located in Rancho Santa Margarita in southern Orange County, St. John's Episcopal School serves over 430 children in nursery through 8th grade. The school was founded in 1988 and operates under the auspices of the Episcopal Diocese of Los Angeles. In accordance with the tradition of Episcopal education, St. John's students are well prepared for secondary education and the challenges of navigating an increasingly complex and diverse world. All programs are designed "to encourage our students to pursue lives of service and purpose."

The School has a fully developed STEAM approach to teaching and learning and is recognized as highly innovative.

St. John's Episcopal School is an Equal Opportunity Employer. It is fully accredited by the California Association of Independent Schools and the Commission on Schools of the Episcopal Church in the Diocese of Los Angeles and is a member of the California Association of Independent Schools, the National Association of Episcopal Schools, and the National Association of Independent Schools.

Basic Function

Position: January 2019 through June 30, 2019, Full time, Benefits Qualified

Reports to: Director of Admissions and Advancement

Compensation: Salary starts at \$40,000.00

Start: January 2019

The candidate will work as an integral member of the Admissions and Advancement team and is responsible for the organizational efforts behind the department including: administrative functions, annual giving, fundraising and fellowship events, and capital campaigns. This position is responsible for the data, research, and managing systems that support all Admissions and Advancement efforts.

Major Responsibilities

- Maintaining and tracking accurate and up-to-date student and donor information for constituency files.
- Collaborating with the Director of Admissions and Advancement and the Business Office and other internal stakeholders to ensure that all gifts are recorded, processed and tracked appropriately.
- Drafting and disseminating all annual giving and campaign pledge reminders.
- Producing monthly gift reports, pledge status reports, and other reports or lists as needed to document the flow of philanthropic income to the school.
- Oversee the implementation of policies, procedures, and automated processes to ensure the efficient flow of data, smooth integration between systems, and the confidentiality and security of constituent information.
- Oversee data stewardship, integrity, clean-up tasks, and quality control checks for the fundraising database.
- Processing and reconciling P.O.s.
- Maintain CUM files for the student population.
- Respond to and follow up with records requests.

- Process check and cash deposits.
- Maintain student and family data in Achieve. Create updates as needed.
- Facilitate process for donor acknowledgement and recognition.
- Manage and assist with Achieve and Gateway login information.
- Coordinate and arrange vendors for advancement and admissions events.
- Manage, create, and maintain vendor relationships to ensure execution and delivery.
- Order and maintain stock for the School's publicity and promotional items.
- Maintain the events calendar and project timeline for Admissions and Advancement events.
- In collaboration with the Associate Director of Admissions and Advancement, executive effective stewardship.
- Perform other duties as assigned by the Director of Admissions and Advancement and the Head of School.

Experience/Qualifications

The ideal candidate will have the following experience:

- A BA/BS degree or equivalent work experience.
- Relevant experience in an independent school, college, or non-profit setting preferred.
- Extensive data management experience.
- Exceptional office management/organizational skills, including the ability to multi-task effectively with a superior level of attention to detail.
- Experience in drafting letters to constituents.
- Good working knowledge of the Microsoft Office suite of products, especially Excel and Word.
- Basic accounting and analytical skills.
- Ability to build efficient data systems.

Personal Qualities

The ideal candidate will embody the following personal qualities:

- Strong interpersonal skills, allowing him/her to solve problems and work effectively with colleagues and constituents, solve problems and build efficient data systems.
- Excellent phone, email, and in-person etiquette in dealing with constituents and donors to the school.
- A team player who is flexible, able to balance priorities in a fast paced environment and who understands the value he/she brings to the organization (especially during peak periods).
- Ability to meet deadlines.
- Ability to handle confidential matters discreetly.
- Ability to be a self-starter and work independently.
- Embraces a servant leadership ethos and is solution oriented.

How to Apply

Qualified applicants should send a cover letter and resume to Director of Admissions and Advancement, Heather Doddridge at hdoddridge@stjohns-es.org