

Position Title: **Coordinator of Annual Fund and Alumni Relations**

Last Updated: January 2019

Reports To: Director of Development

Status: Permanent Full-time
Non-Exempt

Schedule: Calendar Year: 40 hours per week

Benefits: Full benefit eligibility

Summary Description:

- The Annual Fund and Alumni Relations Coordinator conceives, directs, manages and implements the Annual Fund program; works with the Director of Development to implement the goals of the school's overall philanthropic plan. Build, coordinate, analyze and evaluate all components of alumni fundraising, the matching gifts program, graduating class gift campaign and other student activities to educate students about the Annual Fund.

Essential Functions:

- Responsible for direct mail, telephone and email program
- Responsible for soliciting gifts from parents, grandparents, parents of alumni, faculty/staff and friends
- Responsible for all annual and alumni event planning, coordination and implementation of occasions such as reunions, homecoming, Veteran's Day, Commencement and various other events
- Recruit alumni volunteers in an effort to create a lifelong relationship between Fellowship Christian School and its graduates
- Manage, update and market the school's online interactive web presence, including Facebook and Twitter, and other means of connecting with Alumni
- Manage and keep current the Alumni database
- Manage the communication of information distributed to alumni through various avenues including magazine, newsletter, profiles, social media, etc.
- Manage the fundraising and donation solicitation review process
- Create and manage a current student giving program
- Recruit and collaborate with the Annual Fund Chair to recruit parent volunteers in all divisions
- Assist in other areas of Development as needed

Additional Responsibilities:

- Have a personal relationship with Jesus Christ
- Sign the Fellowship Christian School Statement of Faith
- Acknowledge and understand Fellowship Christian School's Mission Statement
- Be a Christ follower whose relationship is defined by having received Christ as Savior and a pursuit of spiritual growth
- Wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with school standards
- Must maintain high level of personal hygiene and cleanliness at all times
- Abide by and comply with all school policies and regulations
- Other duties as requested or assigned per the Director of Advancement

Qualifications:

- Bachelor's Degree in related field
- 2 to 3 years of prior fundraising experience
- Must possess strong technological skills
- Excellent writing/editing and verbal communication skills
- Must be able to work intuitively and independently on multiple projects simultaneously and work well under limited time constraints

- Demonstrated interpersonal and communication skills required to successfully interact with diverse staff, faculty, students and other constituents of the School
- Must work well with and respect the services of outside vendors
- Must be detail-oriented, creative, flexible and motivated by challenges
- Must have the ability to work in a school environment by successfully passing the school mandated background check process
- Possess a valid state driver's license
- Solid working knowledge of Word, Excel, Internet, and industry specific design software; knowledge of RenWeb a plus
- Positive appearance, attitude and presentation with a strict sense of confidentiality
- Work effectively with colleagues by practicing good attendance and punctuality, respect for deadlines, collaborative problem solving and honest communication
- Regular and consistent attendance and punctuality is required and as a condition of employment

Physical Qualifications:

- Standing/sitting/walking for periods of time
- Bending, lifting (up to 25 lbs.), pushing, kneeling, crouching, crawling, stooping
- Must hear with accuracy to exchange information in person or on the telephone
- Use of hands and fingers for manipulation and using computer keyboard
- Specific vision abilities required include close vision, distance vision, color vision and depth perception
- Must use hands and arms to reach for, grasp, and repetitive motions

Working Environment:

- The work usually takes place in a clean, pleasant and comfortable office setting
- The environment may be noisy and crowded at times when employee attends school functions
- The employee is faced with constant interruptions
- The employee may spend long hours in intense concentration
- The environment may be stressful and hectic at times

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.