



JOB DESCRIPTION

POSITION TITLE: Advancement Coordinator

St. John's Episcopal Parish Day School, an outstanding independent co-educational day school in the heart of Tampa, provides value-driven education for over 500 students in pre-kindergarten through eighth grade.

St. John's Core Values and Episcopal identity focus on inclusivity, support, respect, and the shared values reflected in the School's mission statement. A feeling of positive energy, inclusiveness, optimism, respect and kindness permeates our campuses. Our graduates are sought by and thrive in Tampa's premier public and private schools, and they are prepared for lives of learning and service.

St. John's seeks an energetic, proactive and dynamic individual to great initiative to serve as the Advancement and Marketing Coordinator. This is a full-time position with an immediate start date.

POSITION DESCRIPTION:

The Advancement Coordinator reports to the Director of Institutional Advancement and provides the detailed and strategic support that enhances all aspects of fundraising and marketing at St. John's.

The Advancement Coordinator provides technical and strategic leadership in the following areas: department fundraising systems (Senior Systems), gift and biographical data entry, reporting, data analysis, and database management. This position is a key player in Advancement's use of analytics to drive strategy. As the primary owner of the Senior Systems software tools, the Advancement Coordinator will explore, recommend and carry out queries, data modeling, contact list segmentation and reporting that will underpin development outreach efforts, donor solicitation plans and analysis of outcomes.

The Advancement Coordinator will also work with the Director of Marketing to aid the strategy for all School communications, website, social media, special events communications, and public relations messages and collateral to consistently articulate St. John's vision and mission. The Coordinator will collaborate with key staff to achieve increased brand consistency and recognition, coordination of messages, and external communications.

REQUIREMENTS:

- Bachelor's degree or equivalent experience.
- Experience working with volunteers and donors.
- Must have excellent attention to detail with efficiency at completing tasks and the willingness to follow through.
- Ability to multitask at a high level of competency, maintain a positive attitude, and utilize problem solving skills.

- Proficiency in the use of Microsoft Office and in database management.
- Knowledge of Adobe Creative Cloud (InDesign and Photoshop), a plus.

Essential Functions:

- Provide administrative support for the Advancement and Marketing teams including tracking revenue and expenses, scheduling meetings, coordinating calendars, drafting letters, organizing spreadsheets, and internally coordinating mailings.
- Assist the Advancement team in reaching annual fundraising goals.
- Manages the Advancement Department's expenses and recordings against the annual budget.
- Manages Senior Systems Alumni database, which supports all gift data for all constituencies of the School (current parents, grandparents, friends, alumni, alumni parents, companies, trusts and foundations).
- Receives and accounts for all cash gifts, gifts-in-kind, and gifts of stock and pledges in Senior Systems. Deposits gifts into proper accounts.
- Records and tracks all pledges. Sends quarterly pledge statements or when needed.
- Inputs and records all employee gifts through payroll deduction.
- Prepares and mails gift acknowledgment letters for Head of School.
- Works closely with Accounting Department on deposits, reports, and projects.
- Ensures all new students and families are in Senior Systems.
- Records student withdrawals in Senior Systems.
- Generates financial reports, PowerPoints, and charts/graphs for the Head of School and Director of Institutional Advancement.
- Regularly runs queries and reports to provide data and/or lists for meetings, correspondence, and other needs.
- Works respectfully, effectively, and efficiently with departmental colleagues and cross-departmental staff and management.
- Delivers extraordinary customer service to all St. John's constituencies.

Additional Responsibilities as needed:

- Assists with set-up and execution of events (New Parent Party, Eagles Fund Party, Grandparents' Day, Celebratio, VIE Party)
- Attends training necessary for job.
- Provides counsel in efficient methods of data management as needed

Non-Essential Functions/Expectations:

- May need to work at a computer for long periods of time.
- May need to work in a sitting position for long periods of time.
- May need to walk to other locations on campus; may need to climb steps.
- Must be able to work 8:00 a.m. - 4:00 p.m. or longer daily, except when absence is allowed by school calendar or through Employee Benefits.
- Will need to work occasional evening or weekend hours for special functions or to complete responsibilities.
- May need to travel on behalf of St. John's.

Knowledge, Skills and Abilities:

- Advanced training and experience in word processing and various computer software, including: Microsoft Office Suite and Senior Systems, or comparable databases.
- Knowledge of development operations and best practices and accounting principles.
- Knowledge of business English, punctuation, grammar, spelling, arithmetic, standard office practices and procedures.
- Ability to research and analyze data with strong attention to detail.
- Ability to work independently and carry out assignments to completion.
- Ability to work well with others and assist visitors enthusiastically and courteously.

The Advancement Coordinator will often be in the proximity of children therefore, final candidates for the position will be extensively background checked and fingerprinted.