



## POSITION POSTING

**Job Title:** Advancement Coordinator, Leadership Giving

**Department:** Office of Advancement

**Date Last Revised:** January, 2020

**Reports to:** Dir. of Advancement

**FLSA:** NON-EXEMPT

### Position Summary:

The Advancement Coordinator is responsible for providing administrative support to the Director of Advancement and the Leadership Giving team and will serve as a frontward facing representative of the Advancement team both in person (events) and over the phone. The Coordinator's responsibilities include managing calendars, making travel arrangements, processing business expenses, supporting meetings with faculty and school leadership, drafting and editing giving reports, and handling all preparations for appointments, meetings and presentations with excellent customer service and professionalism. In addition, the Coordinator is responsible for tracking Leadership Giving activities using Raiser's Edge and preparing and distributing reports and mailing lists, among other duties. The Coordinator will report to the Director of Advancement.

The ideal candidate will be a professional, self-motivated, and detail-oriented individual with excellent organizational and customer service skills.

### The Advancement Office

The Advancement Office is a vibrant and collaborative team focused on advancing the school's mission. We are devoted to cultivating and expanding the philanthropy that makes the pursuit of this mission possible.

### Principal Duties and Responsibilities:

- Manage meeting preparation and follow-up including coordination of meeting agendas, materials, conference rooms, A/V and other related support.
- Make travel arrangements, prepare accurate and thorough travel itineraries, and process employee expenses and vendor payments.
- Assist with drafting correspondence, as needed, and proofreading and editing letters, proposals and stewardship reports.
- Assist with recording, gathering and tracking donor activities in Raiser's Edge, and follow up on pending reports and other stewardship actions.
- Complete gift agreement forms for gifts and pledges in a timely manner, and provide relevant information and backup for gift acknowledgements.
- Conduct basic prospect identification activities working with the Prospect Research staff to collect relevant information, as needed.
- Serve as the liaison for Advancement and the Head of School's office particularly related to travel, prospect visits, briefings and accurate and timely submission of required materials.
- Manage the calendars of supported individuals, keeping them free of scheduling conflicts.



- Provide logistical and operational support for events, both on and off campus
- Other duties and special projects as assigned

**Qualifications and Skills Required for the Position:**

- Bachelor’s degree. 3-5 years experience working in a fast-paced institution/professional setting.
- Prior experience working in an Advancement Office is highly desirable. Independent school experience a plus.
- Strong Google Suite, Microsoft Office Suite skills and the ability to perform mail merges are a requirement.
- Must be well organized and highly detailed oriented, with an eye for accuracy and consistency.
- Must be capable of dealing with multiple responsibilities at once, with the ability to prioritize and meet deadlines.
- Should possess excellent communication and customer service skills, including the ability to prepare written documents and presentations.
- Familiarity with Raiser’s Edge, a plus.
- Ability to troubleshoot and take appropriate steps to resolve issues.
- A strong work ethic and the ability to handle difficult situations with grace and a sense of humor.
- Absolute confidentiality, professionalism, and discretion required.
- Ability to deal effectively with a wide range of individuals within and outside of the school.
- Be proactive, creative and have a high level of energy and enthusiasm.
- Commitment to adopting best practices and operational efficiency.
- Commitment to the mission and goals of The Governor’s Academy.
- A desire to continuously learn with a preferred interest in garnering fundraising experience.
- Occasional evening and weekend work may be required to meet deadlines as well as to collaborate with advancement colleagues to serve our campus, alumni, and parent constituencies.
- Must be able to work collegially; must be committed to working in a diverse community and have the ability to communicate effectively with diverse populations; must enjoy working with young people in a boarding school environment.
- Successful completion of a criminal records background investigation.

**To Apply**

To apply for the Advancement Coordinator, Leadership Giving position, please click [here](#).

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**Statement of School Values:** As an educational community, the Academy has an administration, a faculty, and a student body committed to learning. We pursue this commitment in a dynamic environment that fosters lifelong intellectual independence, responsibility, teamwork, service, and respect for others. We are committed to creating and maintaining a diverse and inclusive community that is physically and emotionally healthy. Applicants for employment are considered without regard to race, color, religion, sex, pregnancy or a condition related to pregnancy, sexual orientation, gender identity, national origin, ancestry, genetic information, age, physical or mental disability, status as a veteran or being a member of the Reserves or National Guard, military service, application for military service, or any other category protected under state or federal law. If you wish to request a reasonable accommodation to complete this application, interview for the position, or otherwise participate in the hiring process, please notify us. We will consider all such requests in accordance with applicable law. January 2020