



Annunciation Orthodox School Advancement Coordinator

Annunciation Orthodox School seeks an experienced, highly motivated, strategic, and detail-oriented Advancement Coordinator to support the fundraising and engagement goals of the School. This position's primary responsibilities are to lead the AOS Annual Fund and to support all campaign cultivation and fundraising activities. The successful candidate will be a self-starter, responsive, organized, energetic, and collaborative.

Reports to: Director of Advancement

Status: Full-time, Salaried

Start Date: Flexible

Work Schedule: Monday – Friday, 40 hours per week, in addition to evenings and weekends as required for meetings or events.

Responsibilities:

Annual Fund Campaign

- Design and implement a comprehensive Annual Fund campaign with targeted solicitations and activities to strengthen the school's fundraising program.
- Assist with the identification and recruitment of Annual Fund chairs and committee members.
- Work with the Annual Fund Committee to solicit and engage current parents for maximum participation in the Annual Fund.
- In collaboration with the Director of Advancement, develop and produce donor materials that support the Annual Fund campaign.
- Evaluate results, refine plans, and implement new strategies based on ongoing analysis.
- Work with the Alumni Manager to coordinate alumni giving strategies.
- Collaborate with the Director of Advancement and Database Manager to produce campaign reports and statistics. Produce campaign metrics for Board of Trustees reports required in board meetings and relevant committee meetings.
- Coordinate timely and accurate gift processing and acknowledgments with the Database Manager.

Gala

Assist with all aspects of the Biennial Gala including:

- Help coordinate all tracking and acknowledgment of donations and preparing reports.
- Assist with post-sales for Gala events (sign-ups, faculty offerings) and collections of outstanding gala accounts.
- Assist with all Gala related events (Night-Out Event, Head of School Cookout, Faculty Offerings, etc.)

General

- Attend school events to build and deepen relationships with prospective and current donors.
- Support all other Advancement-related functions and events as needed.
- In collaboration with the Director of Advancement, maintain accurate donor records for inclusion in the Annual Report and assist with the strategic direction of the report.
- Work with the Database Manager to ensure all gifts are promptly acknowledged and departmental goals for stewardship are met.
- Assist with prospect research.
- Contribute content to school publications and social media as appropriate.

Qualifications:

- Bachelor's Degree from a four-year college or university
- Three to five years of experience in fundraising
- Ability to independently prioritize multiple projects and tasks
- Strong project management skills and ability to execute independently
- Interest in building relationships with volunteers and willingness to engage them on the phone and in person
- Ability to work in a busy, fast-paced environment
- Excellent communication skills, including writing, proofreading, and speaking
- Experience in education, non-profit, or similar environments
- Proficient with MS Office, mail merges, Google products
- Must be able to multitask, prioritize, and maintain a positive attitude during times of stress
- Willingness to take ownership of tasks, projects, commitments

Please provide the following information to this email address: resume@aoshouston.org

- Cover letter tailored for this position
- Resume
- Contact information of at least three references