



Job Description for Advancement Officer

The Advancement Officer is a full-time, exempt, 12-month position reporting to the Director of Advancement & Communications and is responsible for the coordination and execution of the comprehensive Advancement & Communications programs for St. James' Episcopal School.

The broad purpose of the Advancement and Communications programs is to advance the mission of the school through fundraising, marketing and communications by enhancing the School's profile to its various constituencies (e.g. families, prospective families, past families, alumni, students, faculty and friends of the school). The advancement program is focused on fundraising campaigns and events including but not exclusive to the annual giving campaign, foundation grants, Spring Gala, PartyBook, branded merchandise and alumni giving. The communications program is focused on branding and providing information to prospective and current families and framing a persuasive, consistent and exciting narrative for the school's advancement initiatives. Specific responsibilities include:

- Working with the Assistant to the Head of School and the Admission Officer to coordinate school wide projects with a view to sharing information and tasks that keep the administration departments synced and effective at achieving school wide goals;
- Overseeing the annual fund campaign; working with parent volunteers to reach the school's goal of achieving 100% participation from current St. James' families;
- Working with Blackbaud Raiser's Edge to reconcile donations and receipts;
- Coordinating parent volunteer committees related to the Annual Fund, Gala, PartyBook and SJS Merchandise;
- Collaborating with the Director of Advancement and other members of the Advancement team on all aspects of production of the annual report of gifts; and communication plan relating to the school's "friend-raising" and fundraising initiatives;
- Collaborating with the Director of Advancement for the production of all advancement materials including annual appeals, newsletters and other publications;
- Identifying grants and private company sponsorship opportunities to support advancement initiatives;
- Implementing a communications plan for the School, including internal and external communications, with content outlines and deadlines;
- Develop, write and edit articles for the School's quarterly magazine, *The Herald*, and/or other school publications as needed;
- Provide proofing and editing assistance for all administrative departments when necessary;
- Attending Board of Trustee meetings with the Head of School to take minutes and then distribute approved minutes within 72 hours;

- Develop and maintain a “style guide” to ensure a unified presentation of all communication materials (print and electronic) produced by the School;
- Act as manager of the school website; compile and edit content weekly to ensure accuracy and timeliness of information. Recommend website improvements and areas for creative expansion;
- Manage communications to current families, alumni and other constituents; these are often time sensitive and need to be completed at short notice;
- Maintain a social media presence and ensure all posts accurately reflect St. James’ Episcopal School; review social media platforms and trends to ensure the School is up to date and current;
- Coordinate, design and copy for annual school calendar;
- Oversee the printing process to ensure quality control and timely deliveries.;
- Collaborate with other SJSLA administrators and educators to identify mission-aligned stories, program highlights and marketing opportunities;
- Produce, coordinate design and text for annual teaching & learning philosophy.

General:

- As a member of the advancement team, will assist as needed with support for all advancement and family events;
- Assist the Director of Advancement and/or the Head of School as needed;
- Assist other areas of school life as necessary;
- Some evening and weekend hours are required;
- Others duties as assigned by the Head of School or his designee.

Minimum Requirements:

- Bachelor’s degree and a minimum of 5 years of experience as an advancement associate or communications manager or director;
- Expertise in graphic design, specifically Photoshop and website management;
- Experience with Blackbaud, Razor’s Edge and Finalsite
- Proficiency with design programs;
- Experience creating and publishing web pages;
- Demonstrate ability to work under pressure and meet deadlines while maintaining a sense of humor;
- Strong interpersonal and communication skills;
- Fastidious attention to detail, excellence with grammar;
- Excellent and confident writer;
- Growth-minded;
- Works well with a team.

About St. James’ Episcopal School

St. James’ Episcopal School is a community that values academic rigor, compassion, curiosity, kindness, critical inquiry and excellence grounded in joy. We adhere to a strong belief that an elementary school’s primary purpose is to inculcate in children a lifelong love of learning, a

commitment to community, a profound curiosity about people and the world, and gratitude for the opportunity to make our complex world more compassionate, empathetic and nurturing to all of God's children. St. James' was established in 1968 as a Kindergarten through grade six program. We encompass most of a block on St. Andrews Place, in Koreatown and Hancock Park. Our preschool is located on Gramercy Place.

St. James' is comprised of 365 students and over 75 employees, whom we refer to as "staffulty" due to the belief that everything at St. James' is the curriculum and that *all* employees are teachers. St. James' Episcopal School is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, ancestry, national origin, disability, marital status, age, sexual orientation, gender, medical condition, or any other characteristic protected under federal, state, or local discrimination laws.

St. James' offers a robust and competitive salary and benefits package including 90% tuition remission for accepted children of staff families. Please direct all applications to careers@sjsla.org and use the subject line "Advancement Officer".