

ST. GEORGE'S EPISCOPAL SCHOOL

Advancement Coordinator

Reports to: Director of Advancement and Director of Marketing and Communications

Full-time | 12-month | 8 a.m. - 4 p.m. with half-hour lunch | Non-exempt

St. George's Episcopal School is a coeducational, independent school serving approximately 395 students from nursery through eighth grade and employing approximately 100 faculty and staff. Here, each child grows academically, creatively, emotionally and spiritually while developing a sense of self-worth and moral responsibility. This is a family-like atmosphere of care and concern with a highly trained and dedicated faculty. Educational excellence at St. George's begins with the simple premise that each child is unique—that is, each child's strengths are worth cultivating and celebrating, and each child's challenges are worth identifying and embracing, for only then will grit and perseverance accompany growth and development. This is why our graduates develop into lifelong learners and consequently find acceptance and success in the finest high schools in New Orleans. This is also why our parents, grandparents, alumni, friends and students have an enduring love for the school.

Position Summary

The Advancement Coordinator is responsible for providing administrative support to the Director of Advancement and the Director of Marketing and Communications. The Coordinator works closely with the members of the Advancement Team to support all Advancement Office goals. The Coordinator should value organization, efficiency and curiosity and be a strong verbal and written communicator.

- **Development:** The Advancement Coordinator is responsible for all gift processing, acknowledgment production and database entry. The Advancement Coordinator provides support for the Director of Advancement as well as supports Parents Group leadership. The Coordinator is also responsible for providing event and campaign support and regular data reporting.
- **Communications:** The Advancement Coordinator will be responsible for supporting the Director of Marketing and Communications in various internal communications and PR-related endeavors.

Essential Duties and Responsibilities

- Maintain data integrity in the Raiser's Edge database management system by inputting all donor-related information in the database.
- Process and acknowledge all gifts.
- Continually update and correct database records.
- Provide administrative support for the Director of Advancement as s/he supports the Chair of the Development Committee and the Committee on Trusteeship.
- Provide administrative support for the annual fund campaign, as well as other fundraising priorities.
- Coordinate and execute direct mailings.
- Track annual fund participation and provide this information on regular basis for the Head of School, Development Committee and Board of Trustees.
- Support the St. George's Parents Group's fundraising and community-building events and efforts.
- Assist with alumni outreach events, mailers and meetings.

- Assist with creating, planning and scheduling social media posts across all channels focused on, but not limited to, alumni, donors and fundraising.
- Assist in capturing photos around campus for various materials including but general activities of the school day and special events.
- Draft emails focused on but not limited to alumni, donors and fundraising.
- Update the website as needed and directed by the Director of Marketing and Communications.
- Draft and format the weekly *Flame* newsletter with oversight by the Director of Marketing and Communications.
- Perform other duties as assigned by the Directors of Advancement and Marketing and Communications.
- Support the Porteous Hall Office staff (e.g. coverage during absences) as needed.
- Perform carpool duty as assigned.

Qualification Requirements

- Bachelor's degree
- A minimum of three years' experience in an administrative or development-related position
- Strong written and verbal communication skills
- Demonstrated ability to pay close attention to detail and to efficiently manage several work assignments and tasks simultaneously
- A positive attitude, relationship-building skills and a strong, responsible work ethic
- A high level of discretion and confidentiality
- Demonstrated ability to work independently and as part of a team, to think ahead and to be a problem-solver
- Mastery with all Microsoft applications, including Excel and Word mail merge applications, as well as experience working with a variety of database systems
- Experience with Blackbaud's Raiser's Edge NXT and other Blackbaud products required
- Proficiency with Google Tools, social media and photo-editing software preferred
- Experience with graphic design software preferred
- Willingness to work occasional weekend and evening events as necessary
- A sense of integrity, ethics and ability to carry out responsibilities in accordance with the school's policies and procedures

Working Conditions / Physical Demands:

- Must be physically able to operate computers and office equipment.
- Occasional bending, reaching, squatting, kneeling and twisting; constant walking, speaking and listening; close visual attention to the computer.
- Occasional lifting up to 50lbs.

St. George's Episcopal School as an Equal Opportunity Employer

St. George's aims to employ a collaborative, creative, joyful and diverse faculty and staff. We hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability or any other category protected by applicable law. We are committed to an inclusive school culture and to recruiting and hiring faculty of diverse backgrounds and experience.

Interested candidates should send a cover letter detailing their educational philosophy and resumé to Jonnie Sutter, Director of Advancement, at jonnie.sutter@stgnola.org.