



HEWITT

Job Title: Advancement Coordinator

Department: Advancement

FLSA Status: Non-Exempt

The Hewitt School - New York, NY

ABOUT HEWITT

Established in 1920 and located in New York City, The Hewitt School is an independent K-12 girls' school whose mission is to inspire girls and young women to become game changers and ethical leaders who forge an equitable, sustainable, and joyous future. Hewitt empowers and expects our community members to embrace multiple points of view, to engage others with empathy and integrity, and to champion equity and justice in all areas of our lives. As a community, Hewitt is fully committed to a culturally diverse faculty, staff, and student body.

POSITION SUMMARY

The advancement coordinator reports to the director of alumnae relations and advancement services and works closely with all members of the advancement team. Primary responsibilities include database management, gift processing, gift acknowledgements, prospect research, teacher outreach, departmental and head of school correspondence, event and volunteer support, and administrative support for the advancement team.

The advancement office is a flexible working model where employees work primarily at the School, with the option to work remotely as agreed with their managers.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

Database Management

- Maintain all constituent home, employment, and family records in Raiser's Edge database, updating all information in a timely and accurate manner
- Update all alum and past parent information in Veracross in a timely and accurate manner
- Perform gift entry on a daily basis or as needed
- Generate gift reports for the advancement office as needed for daily and weekly accounting
- Generate additional gift reports for the business office regarding weekly credit card disbursement reports and fees
- Manage and circulate weekly disbursement reports, acknowledgement reports, and yearly processing fees for the business office

Research and Writing

- Collaborate with the advancement team on drafting and editing advancement communications, including social media content
- Build comprehensive profile documents annually for all incoming families
- Generate and update profiles as needed

Administrative Tasks

- Manage electronic filing, including reading and summarizing all advancement related correspondence and acknowledgement letters
- Track inventory of letterhead and office supplies; order supplies when needed
- Collaborate with the advancement team on advancement mailings

Events and Parents' Association

- Assist with planning and staffing advancement events
- Create event materials such as name tags, signage, and event briefings
- In partnership with the director of events, support community events, merchandise sales, and faculty appreciation efforts

Strategic Contributions

- Coordinate annual new family outreach with profiles and contact information
- Reviewing, and managing weekly correspondence for head of school and director of advancement
- Liaise with Hewitt faculty to collect timely student comments for advancement outreach and meetings

QUALIFICATIONS REQUIRED

- Demonstrated commitment to anti-bias education and social justice
- Bachelor's degree
- Must be organized, self-motivated individual with excellent written and oral communication skills
- Exceptional attention to detail
- Ability to work independently as well as in a team environment
- Ability to handle multiple priorities simultaneously, and excellent organizational, technological, and follow-up skills
- Strong interpersonal, analytical, technological, and problem-solving skills, as well as the ability to use time productively

- Expertise (i.e. full competency and extensive experience) with Microsoft Office (Word, PowerPoint, Excel), Google Suite (Gmail, Google Docs, Google Sheets, Google Slides), Zoom, and Veracross
- Experience with Raiser's Edge, GiveSmart, and iWave is preferred

QUALIFICATIONS DESIRED

- Proficient with Mac platforms; comfortable with technology or demonstrated ability to learn quickly
- Commitment to student life
- Proven dedication to professional growth and purpose-driven practice

SPECIAL POSITION REQUIREMENTS

- Ability to work outside of traditional work hours, including early mornings, evenings, and occasional weekends

SALARY RANGE

Starting Salary Range: \$45,000 to \$55,000 (salary based upon, but not limited to, relevant experience and expertise)

TO APPLY: Please submit a resumé, cover letter, and examples of previous relevant work to employment@hewittschool.org. Cover letters should reflect a careful reading of The Hewitt School's website, including the School's academic philosophy. **Please reference the job title in the subject line of your email.** No phone calls, please. Recruitment will remain open until the position is filled; applicants should apply as soon as possible for consideration.

IMPORTANT INFORMATION

The Hewitt School is an Equal Opportunity Employer. It has been and will continue to be a fundamental policy of the School not to discriminate on the basis of any category prohibited by applicable federal, New York State and/or New York City laws/regulations. This policy applies to all aspects of the employment process, including hiring, promotion, demotion, compensation/benefits, performance evaluations, disciplinary actions, training, working conditions, layoff, and termination.