LAKE HIGHLAND PREPARATORY SCHOOL
Position Announcement

Development Coordinator (Advancement)

Job Summary
Lake Highland Preparatory School seeks a Development Coordinator to manage the school’s fundraising database that supports all gift data and demographic information of all constituencies of the school. Other functions include preparing and mailing gift acknowledgment letters; creating financial reports and presentations; and assisting with the set-up and execution of donor and alumni events, to name several.

This is a full-time, fully benefitted, 12-month, non-exempt position. We encourage applicants from underrepresented groups to apply.

Education & Experience
• Minimum of three years of previous experience in similar role required.
• Associate’s degree in Business or related field preferred.
• Previous experience with Raiser’s Edge preferred.

About Lake Highland
To learn more about LHP, click HERE to view our Mission Statement, Vision, and more.

How to Apply
Please click here to apply through our Career Center. You will be asked to provide:
• Cover letter indicating how you would succeed in this position
• A current resume
• Three professional references with at least one immediate supervisor (preferably current)

This position announcement is intended to describe the general nature and level of work being performed by employees assigned to this job title and the education and skills required. This is not intended to be a complete list of all responsibilities, duties, and skills that are required or may be required in the future.

LHPS conducts background checks, including fingerprinting, and drug testing and may use a third-party administrator. Background checks will be performed in compliance with the Fair Credit Reporting Act. Lake Highland Preparatory School is an Equal Opportunity Employer.

May 2024