Advancement Coordinator Job Description

The Advancement Coordinator is responsible for the day-to-day planning, coordination, and management of the Annual Fund (Dragon Fund) and a confidential multi-year Capital Campaign. The Advancement Coordinator will assist the Director of Advancement in executing the annual Dragon Fund plan, campaign plan, maintaining donor relationships, messaging, events, and marketing efforts, and campaign operations. The role is additionally responsible for maintaining accurate and up-to-date CRM data to report progress towards financial objectives, event attendance, and donor and prospect engagement to the Head of School, Director of Advancement, and Campaign volunteer leadership. This position reports to the Director of Advancement and will have extensive interaction with school leadership, campaign volunteers and external Campaign counsel.

Advancement Office Responsibilities
- Schedule appointments with donors
- Manage Head of School and Director of Advancement’s calendar
- Manage CRM (Little Green Light)
- Manage and assist with general Advancement and Dragon Fund materials
- Alumni research and outreach
- Liaise with the Finance office to process payments (pledges and donations)
- Conduct prospect research
- Research and enter historical giving data into CRM (Little Green Light)
- Other duties as assigned

Campaign Management Responsibilities (Training with Campaign Counsel)
- Prepare customized briefing and solicitation materials for volunteers and staff to use for meetings
- Ensure execution, pace, and adherence to the Campaign Plan
- Maintain annotated table of gifts, list of funded recognition opportunities, and available programmatic funding opportunities
- Perform prospect research using a range of online tools and develop prospect profiles of both current and prospective donors for organization and campaign leadership
- Prepare customized briefing and solicitation materials for volunteers and staff to use for meetings
- Secure leadership’s information and prepare Campaign volunteer meeting materials
- Organize and file documented pledge forms
- Liaise with Director of Operations to process Campaign pledges
- Prepare weekly Campaign strategy meeting materials
- Integrate campaign work with all areas of the fundraising team
- Other duties as assigned
Communication, Event, and Marketing Responsibilities

- Help to plan and coordinate Campaign cultivation and recognition events and dinners
- Help to plan and coordinate multiple Advancement events throughout the school year
- Manage all Campaign communications and marketing materials; ensure all updates are executed
- Ensure that all data relating to volunteers and assignments are recorded in the database by participating in prospect meetings
- Prepare senior leadership to report on campaign progress to the Board of Trustees
- Ensure campaign website is up to date
- Other duties as assigned

Qualifications

- Bachelor’s degree
- Minimum three (3) years of office experience
- Highly motivated and proactive
- Meets deadlines and completes projects thoroughly with minimal supervision
- Interest in development, fundraising, public relations/marketing, and/or independent education; previous fundraising campaign experience is preferred
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines
- Excellent computer skills with working knowledge of Microsoft Office suite; high-level proficiency with Excel required
- Preferred database experience
- Integrity; previous experience with highly confidential information preferred
- Positive, team-player attitude, willingness to be supportive to all fundraising partners
- Outstanding interpersonal, written and verbal communication, and problem-solving skills