



**CARROLLWOOD
DAY SCHOOL**
Education with Character

Advancement Coordinator

As Carrollwood Day School continues to grow, we are adding a new position to support our Advancement team. The ideal candidate will be passionate about collaborating with and supporting a team to advance the mission of the school. They will be technologically savvy, organized, flexible, and possess a positive “how can I help you” attitude.

Carrollwood Day School (<http://www.carrollwooddayschool.org>) is an innovative International Baccalaureate (IB) independent school located in North Tampa, FL. Since the inception of CDS in 1982, we have prided ourselves on being a community of learners. We have grown from a preschool into a comprehensive program serving more than 1200 students from age two through 12th grade. Carrollwood Day School stands out as a leader in its commitment to educate the whole child and is recognized nationally for its academic excellence and its school-wide emphasis on character development. Outside the classroom, our students are engaged in a multitude of athletics, arts, and extra-curricular programs. In short, we have PATRIOT PRIDE in everything we do at CDS.

The vision of Carrollwood Day School is to build a community prepared and inspired to better the world. As an IB World School, we cultivate principled entrepreneurial thinkers for a global society by enriching the mind, strengthening the character, and inspiring the passions of our community.

Carrollwood Day School embraces and celebrates the rich diversity of our students, employees, and families from all backgrounds. As an International Baccalaureate continuum school, CDS strives to create a supportive and inclusive learning environment where each person is valued. We work to intentionally develop cross-cultural competency and appreciation of differences within all constituents. We value the influence of a wide range of experiences and perspectives in our classrooms, relationships, and interactions as we prepare our students to contribute to a diverse and interconnected world.

Carrollwood Day School is one of only 36 independent schools in the United States to offer the full curriculum/continuum of IB programmes from early childhood through college prep (PYP, MYP, and DP). In 2019, CDS was honored to become one of only 15 U.S. schools to earn membership in the Cum Laude Society and also offer an International Baccalaureate education. In 2022, CDS was welcomed into the prestigious Round Square organization. In 2023, CDS was awarded the Florida and National School of Character Designation for the second time.

Understanding that a team of talented, supported, and growth-minded faculty and staff is what leads to student success, the first pillar of our strategic plan is to become the destination school for exceptional educators in the Tampa Bay region. Want to join our team and better the world?

Position Overview: The Advancement Coordinator will report to the Chief Advancement Officer and be responsible for providing data/research, event, and administrative support for the Advancement Office. This position will have contact with other campus administrators as well as parents, alumni, grandparents, and parents of alumni.

Key Responsibilities:

- Actively support and advance the mission and vision of Carrollwood Day School.
- Be a team player; cheerfully participate in and/or assist with other duties and routines regularly part of a K-12 independent school environment as needed
- Maintain regular and punctual attendance requirements, including attending division and other School meetings, professional days, graduation, and other required events.
- Adhere to School policies as described in the Employee Handbook and other materials

Data/Research

- On a daily basis, collaborate with the Assistant Director of Advancement to input and process gifts and other transactions, record and scan all supporting documentation, and generate receipts and acknowledgement letters; special care is to be given to the confidentiality and security of all gifts and credit card information.
- Update alumni, current parents, parents of alumni, grandparents, students, faculty, and staff records, including updates to phone numbers, addresses, and any biographical and professional details.
- Maintain and create new constituent records for parents, students, grandparents, faculty, and staff.
- Add athletic participation, performances, and awards in student records and college information to student/alumni records.
- Change constituent codes in the beginning of each fiscal year.
- Collaborate with the advancement team to research inaccurate/invalid addresses and update accurate information.
- Assist with reconciling Veracross and One Cause systems.

Events

- Provide support for advancement events; this may include compiling appropriate invitation lists, managing event responses (RSVPs), creating and printing name tags, and checking in guests.
- Assist with work orders and event set up for: New Parent Welcome Reception, Donor Dinners, Homecoming Alumni Events, Alumni Socials, Patriot Run, Parent Organization events (PTO, Booster, FOPA), Day of Giving, Annual Giving Committee, and Gala Committee meetings, Grandfriends Week and the Patriot Gala.

Administrative

- Provide scheduling support for the Chief Advancement Officer; coordinate with the Head of School office, confirm appointments, ensure that briefings are sent and contact reports are updated.
- Provide administrative support for the Advancement Team; this includes managing the calendar, ordering supplies, printing solicitation letters and helping with mailings.
- Perform other duties as assigned by the Chief Advancement Officer.

Qualifications, Skills, and Attributes Needed for Success:

- Bachelor's degree required.
- 2-3 years of related work experience, preferably in an independent school setting.
- Veracross experience preferred.
- Working knowledge of Microsoft Office (Word, Excel, PowerPoint) and Google Suite platforms.
- Demonstrate a customer service mindset
- Detail-oriented, with strong organizational, analytical, and planning skills.
- Excellent ability to prioritize and manage multiple tasks and a variety of demands.
- Initiative and independence in carrying out responsibilities.
- Commitment to maintain confidentiality and a high degree of accuracy in donor records.
- Desire to collaborate with others and ability to work as a team member.
- Ability, willingness, and judgment to work positively and effectively with people of diverse backgrounds and promote a positive work environment.
- Availability and willingness to work occasional weekend and/or evening events
- Comfortable with change and ability/willingness to adapt/pivot with composure and grace

Compensation includes a comprehensive employee benefits package; CDS offers a competitive salary.

Qualified candidates should send a resume and cover letter to Felicia Smith, Chief Advancement Officer fsmith@cdspatriots.org and Anita Pittman, Director of Human Resources, apittman@cdspatriots.org