



Advancement Coordinator Job Description

Position Overview

Cascades Academy was founded in 2003 with a deep commitment to experiential learning, academic excellence, and community engagement. Now in its 22nd year, the school has grown to 246 students PreK-12 and is excited to more fully realize its founding pillars while also deepening its commitment to diversity, equity, and inclusion, social-emotional learning, and community partnerships in order to inspire lifelong learners.

Due to its small size, ability to attract highly talented and innovative educators, program agility, and location in the outdoor mecca of Bend, Oregon, the school is uniquely poised to become a leader in the innovative, experiential educational landscape.

Position Description

The Advancement Coordinator dual reports to the Director of Advancement and Director of Marketing & Communications, with the Director of Advancement serving as the direct supervisor. The majority of the role is dedicated to philanthropic efforts, community engagement, and events, while roughly a third of the role supports marketing, communications, and administration.

- A typical work day begins at 8:15am, Monday-Friday. End time will vary depending on what needs to be accomplished in a given day, but is typically 4:45pm.
- Additional evening and weekend hours are required for events throughout the year.

Responsibilities

Advancement duties (65%)

- Event Planning & Support
 - Oversee logistics for all events organized by the Advancement Office, including, but not limited to, sending event invitations, taking RSVPs, and organizing vendors.

- Lead the volunteer Auction Committee in planning and execution of the annual Spring Auction.
- Evening work is required approximately 1-3 times per month.
- Community Engagement & Stewardship
 - Establish strong working relationships with volunteers and donors alike, and participate in stewardship and cultivation efforts.
 - Support the Director of Advancement in donor stewardship such as plaques, gifts, birthday cards, etc.
 - Support the planning and execution of Alumni programs and communications.
- Philanthropy, Gift Processing, and Database Management
 - Support the planning and roll-out of the annual Fall Giving Campaign, including:
 - Prepare solicitation lists and mail merges for annual fund mailings
 - Track and follow-up on corporate matching and in-kind gifts
 - Track and generate electronic pledge reminders and send acknowledgements in a timely manner
 - Maintain ongoing accuracy of fundraising database records with exceptional attention to detail
 - Create and run regular lists, reports, and exports from database as needed
 - Record, process, and track all gifts and donations, and regularly reconcile with the business office
 - Support year-end annual report, audit, and IRS 990 filing with business office
 - Attend and take notes at Board Advancement Committee meetings

Marketing & Communications duties (30%)

- Communications
 - Execute the social media plan through regular posts, stories, and event listings; regularly engage with followers
 - Update website as directed
 - Source content for, write, and send bi-weekly email newsletter to current families
- Advancement
 - Generate email communications and other necessary mass correspondence for Advancement constituents (donors, alumni, current families, volunteers, community event attendees), including event invitations, reminders, follow-ups
- Content Creation, Collection, Organization

- Photograph and/or video school activities each week with the primary objective of collecting social media and e-newsletter content
- Maintain media archives; seek out photos/videos from staff members to ensure that all grades are represented in school archives
- Coordinate professional photography/videography as needed; provide logistical support before and during shoots
- Organize, order, and track school merchandise and branded materials/supplies
- Keep school signage and bulletin boards up to date with current events and photos
- Maintain public-facing school calendar

General Administrative duties (5%)

- Support the coordination of meetings, materials, and communications as needed
- Manage Advancement expense reporting and reimbursements as needed
- Attend weekly Administration meetings and help ensure smooth running of the school
- Weekly admin and teacher relief duties such as providing coverage for the front desk and assisting with parking lot duties.
- Perform other duties as required or assigned by the Director of Advancement or Director of Marketing and Communications

Preferred Knowledge, Skills, Abilities

- 2-5 years of related professional experience in development, marketing, and/or communications, preferably in education
- Experience with a customer or donor relationship management system (database) such as Salesforce, , Bloomerang, etc.
- Experience creating and curating content for marketing and communications channels like websites, e-newsletters, and social media
- Proficiency in Google Tools and Microsoft Office applications
- Superior written, verbal communication, and customer service skills
- Demonstrated commitment to excellence, detail, and ability to prioritize and manage multiple projects simultaneously in a dynamic environment
- Positive attitude, relationship-building skills, a high-level of self-motivation, and a strong, responsible work ethic
- Demonstrated ability to work independently and as part of a team, take initiative, think ahead, and be a problem-solver
- Ability to maintain confidentiality and handle sensitive information with integrity

Position Details

Title	Advancement Coordinator
Reports to	Director of Advancement
Start Date	Flexible, January 2024
Schedule	Full-Time
Compensation	Dependent on experience.
Benefits	<ul style="list-style-type: none">• Medical, vision, & RX insurance for the employee• Dental insurance; school pays 75% of premium• 403b retirement plan with 4% employer match• Optional pre-tax flexible spending health account• Approx. eight weeks of paid vacation time (includes five weeks of scheduled school breaks during the year, plus three flexible weeks during the summer)• 10 paid sick days and two personal days per year

Application Instructions

To apply, please complete the application on our [website](#), including your resume, cover letter, and at least 1 letter of recommendation. No phone calls, please.

It is the policy of Cascades Academy to provide equal employment opportunity, regardless of race, color, sex, age, national origin, religion, physical or mental impairment, sexual orientation, veteran's status or any other status protected by applicable law. Specifically, employment opportunities are and shall be open to all qualified applicants solely on the basis of their experience, aptitudes, abilities and training; advancement is and shall be based on the individual's achievement, performance, ability, attitude and potential for promotion.