



Advancement & Digital Operations Coordinator

Full-Time / Hourly, Non-Exempt / On-Campus

Reports to: Director of Advancement and Communications

Works closely with: Communications & Storytelling Manager

Start date August 1, 2026

About Chartwell School

For more than 40 years, Chartwell School has served students with dyslexia and related learning differences — an exceptional population whose potential we strive to unlock. Students arrive doubting their own minds and leave understanding that the way they think isn't a limitation — it's a genuine strength. For many families, that shift changes the course of a life.

Our strengths-based, whole-child approach centers on structured literacy — the science of reading — paired with support for executive function and social-emotional growth. Grounded in a research partnership with UCSF's Dyslexia Center and extended through the Chartwell Teaching Institute's work training educators across the region, Chartwell operates as a center of excellence in this field, set on 60 acres in Seaside, California.

And underneath all of it is a community: 160 students in grades 1–12 and 60 faculty and staff who bring deep expertise along with kindness, respect, and joy to the work — united by a shared belief in the potential of every child we serve.

Position Overview

The Advancement & Digital Operations Coordinator keeps the systems behind Chartwell's fundraising and communications work running accurately and smoothly. This role owns donor database management and gift processing (Virtuous), administers the school's digital platforms (Finalsite CMS, Vidigami, and the Chartwell mobile app), and supports internal and external events— including communications, volunteer scheduling, and event logistics — working as a team with the Director. At its core, this is a stewardship role: behind every database entry, gift receipt, and event detail is a donor or family who deserves to be communicated with and genuinely appreciated.

This role works in close partnership with the Communications & Storytelling Manager, acting as the connective thread between systems and story — helping keep both roles, and the department as a whole, aligned and on task.

Primary Responsibilities

Database & Gift Administration

- Manage CRM database entry, updates, and data integrity.
- Process gifts, pledges, and acknowledgements.
- Generate donor lists, reports, and segmentation queries.
- Maintain accurate constituent records and reporting systems.

Digital Platform Administration

- Serve as primary administrator for the Chartwell Mobile App: curate daily, weekly, and annual content; onboard and train users; troubleshoot technical issues; manage user permissions; and lead an annual push to boost adoption and engagement.
- Serve as a Finalsite CMS administrator, troubleshooting technical issues and updating web content as needed in coordination with the Communications & Storytelling Manager.
- Administer Vidigami (photo organization and management), including annual trainings, technical troubleshooting, content organization, and archival workflows.

- Administer the OneCause event platform for Thrive and Shine and the Community Breakfast, including item/registration setup, tickets, guest and bidder data, and reporting.

Advancement & Event Operations

- Coordinate logistics for advancement events and donor events, including Thrive and Shine.
- Collaborate end-to-end logistics for Open House and other external facing events.
- Collaborate with advancement team on silent auction and raffle logistics for Thrive and Shine, including item solicitation outreach, tracking, and day-of setup, in support of the Director's lead on major sponsorships and top-level asks.
- Provide event materials support across advancement and admissions events, including banners and event set-up materials.
- Manage RSVPs, registration systems, and attendee tracking; provide on-site, day-of event execution and support.
- Coordinate vendors, supplies, and external partners for events.
- Help recruit, schedule, and coordinate volunteers for fundraising campaigns and events.

Stewardship & Engagement

- Support donor acknowledgement workflows and stewardship tracking.
- Assist with donor recognition lists and stewardship communications logistics.
- Support engagement efforts across parents, grandparents, and community stakeholders.

Communications & Production Support

- Coordinate mailing lists and print production logistics for advancement and marketing materials.
- Support scheduling and distribution of advancement communications.
- Assist with routine website and content updates.

Administrative Systems & Other

- Manage department credit card receipts and reconciliation, and process and track invoices for payment.
- Maintain advancement calendars, workflows, and tracking systems; support internal process documentation.
- Coordinate board meeting logistics, including scheduling, agenda and materials distribution, and room/tech setup.
- Manage the online spirit store, including creating merchandise listings and tracking orders.
- Perform other duties as assigned by the Director of Communications and Advancement and Interim Head of School.

Small-School Culture

Chartwell is a small, close-knit school. Every team member pitches in beyond their job description when needed — from carline coverage to lending a hand where it's needed that day. Evening and weekend commitments are infrequent, tied to a handful of major school events each year (the fall community breakfast, spring fundraiser, Thrive and Shine, graduation, and similar all-school gatherings), but participation in those events is a genuine expectation of the role.

Qualifications

- 1–3 years of experience in advancement operations, database administration, or a related coordination role; preferably in an educational or non-profit setting.
- Experience with CRM/donor databases preferred; comfortable learning new platforms and systems quickly.
- Exceptional attention to detail and accuracy, especially with data and donor records.

- Strong organizational and project management skills; able to manage multiple priorities in a fast-paced environment.
- Strong communication and interpersonal skills.
- Comfortable jumping into new or unexpected tasks, and energized by being part of a small, hands-on team.
- Ability to work evenings and weekends as needed for events.
- Comfortable working on-site in a school environment.

Compensation & Benefits

Pay range: \$29.81–\$35.10 per hour (approximately \$62,000–\$73,000 annually), depending on experience and qualifications.

This is a year-round, full-time position — not tied to the academic calendar. Chartwell offers a competitive benefits package, including health insurance, a 403(b) retirement plan, paid time off, and paid holidays.

Submit cover letter and resume to **advancement@chartwell.org**.

Chartwell School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.