



ADVANCEMENT COORDINATOR

Position Description & Responsibilities – Available to start Spring 2018

POSITION DESCRIPTION

The Advancement Coordinator is focused on resourcing and coordinating the efforts of the school regarding 1) development, 2) admissions and 3) communications. In terms of development, this position is the primary internal coordinator for the Head of School, Development Director and wider development efforts. This coordination will take place primarily through administrative support such as reporting, donor communication, grants and donor database management, logistics and scheduling. In terms of admissions, the Advancement Coordinator supports the Admissions Director in marketing and advertising, primarily through print and online media. In terms of communications, the Advancement Coordinator hones internal and external messaging across mediums with primary responsibility for writing and design. General event coordination is an additional responsibility for 3-4 schoolwide events annually. Reports directly to Head of School, working closely with Development Director, Admissions Director and academic leadership.

KEY RESPONSIBILITIES

- Development – administrative, design and reporting
- Admissions – marketing and design
- Communications – internal and external messaging and communications
- Events – general coordination in partnership with academic and administrative staff

SPIRITUAL LIFE

- Ability to express and demonstrate a personal relationship with Jesus
- Ability to articulate the Christian foundation/philosophy of the school
- Commitment to personal growth and accountability through church membership
- Openness to kindness and candor in all relationships
- Agree to, by signing, Statement of Faith

PERSONAL ATTRIBUTES & SKILLS

- Understanding of and commitment to urban Christian education
- Strong collaborative skills demonstrated in significant team accomplishments
- Desire to work and communicate with a close team and school community
- Spirit of dedication, graciousness, and willingness to learn
- Excellent organizational, relationship-building, and communication skills
- Experienced, professional design skills
- Confident and direct approach to written communications
- Ability to multi-task in working towards the overall school goals
- Strong computer proficiency including Microsoft Office, Photoshop and Adobe

EDUCATION & EXPERIENCE

- Bachelor's degree in related field
- Significant communications and administrative experience, at least three years.

Please submit resume and cover letter to Dionne Delaney (ddelaney@cityschool.org)