

# **Grace Christian School Advancement Coordinator Job Description**

## **Overview**

The purpose of this position is to assist in building and sustaining a strong support base to further the mission of Grace Christian School. The Advancement Coordinator is to execute the activities outlined in the job description and is a member of the advancement team of Grace Christian School

## **Qualifications**

Required:

- A demonstrated commitment to Christ and Christian education
- A demonstrated ability in the following areas:
  - Excellence in oral and written communication
  - Organization, including calendar projecting, and delegation
  - Time management including the ability to manage multiple projects simultaneously
  - Relationship building
- An understanding of the nature and purpose of institutional development within the non-profit organization
- Enthusiastic support of the school's mission and vision
- Computer proficiency: database, word processing, desktop publishing (Canva)
- Ability to operate within a budget
- Successful completion of a background check

Preferred:

- Experience in working with boards, volunteers, or administrative bodies
- An understanding of and/or willingness to learn about the role of advancement within the non-profit organization
- An easily perceived creative ability and vision
- Experience as an event planner or organizer
- Portfolio of previously managed events such as weddings, meetings, parties, etc.
- College degree

## **Essential Functions**

- Lead the Advancement team in event planning, design, and production including organizing facilities and managing all details such as décor, catering, entertainment, location, invitee list, special guests, equipment, promotional material, etc.
- Recruit, train, and oversee volunteer groups to staff advancement events. Work with and encourage volunteers with their vision.
- Manage project delivery elements within time limits.
- Maintain accurate and current records of fundraising events, advancement events, volunteer activities, and other related activities and provide feedback and periodic reports to the Advancement team and Superintendent.
- Conduct pre and post event set up, clean up, evaluations and report on outcomes.

- Work with the Superintendent and staff in donor related activities: annual fund, capital projects, etc.

## **Advancement**

### Fundraising Events:

- Coordinate and support existing fundraising events, support Auction Lead with Staff Store, and lead Day of Giving campaign while directly working with the Finance Office.
- Support Gracewear sales.

### Community Relations:

- Expand and maintain relationships and communications with the business and corporate community.
- Coordinate with Advancement staff and social media to promote the activities and mission of Grace Christian School.
- Coordinate with Advancement staff to produce publications and host events to further these endeavors.
- In all activities, work to promote strong relationships with school families, centered on the mission of the school.

### Alumni Relations:

- Initiate an alumni program to promote sustained relationships with GCS.
- In conjunction with the Advancement staff, develop a targeted program to meet the needs of a maturing alumni base.
- Coordinate with the Advancement staff to produce publications and host events to further program goals.

### Events that the Advancement Coordinator helps support or puts on directly:

- Back to School
- Tears and Cheers
- Pastor's Appreciation
- Auction Gift Shop
- Brown Bag Lunch - potentially assigned to Elementary Admin Asst
- FUR for P/T conference teacher meal
- Grandparents' Days
- Volunteer Appreciation
- Senior Celebration
- Day of Giving
- Grads and Grands Lunch
- Graduation Reception