

Advancement Coordinator Job Description

St. Charles School

8 Summer Street, Woburn, MA 01801

781-935-4635

St. Charles School is seeking an energetic, outgoing and self-motivated individual to assist the school administration in creating and implementing strategies that ensure sustainability and organizational growth of a Catholic School that has supported families for well over 135 years. The Advancement Coordinator will have the responsibility of maintaining the St. Charles School Annual Fund database, tracking donations and corresponding with donors. This position would entail ten to fifteen hours per week.

Position Summary: The Advancement Coordinator will create a cultivation and solicitation plan that includes parishioners, parents, alumni and friends. The person who holds this position is responsible for working with School leaders to coordinate and execute the overall efforts of the St. Charles School Annual Fund program and to implement and evaluate an annual plan for the program that includes: goals for the fund, a timeline, special appeals, solicitation themes and materials.

Specific duties and responsibilities:

Developing and executing an annual fundraising plan

Maintaining the donor database, mailing lists and contributions

Ensuring timely acknowledgment of contributions

Preparing financial progress reports that reflect revenue and expenditure

Engaging with and planning small events for potential donors

Assisting with social media activities and updates

Identifying major gift and grant opportunities

Experience preferred in non-profit development but is not essential. The ideal candidate for this role should possess excellent networking, database management, communication abilities and time management skills, as well as a desire to be team-oriented. The Advancement Coordinator will maintain positive relationships with donors and ensure growth of development processes.

