

JOB TITLE: Advancement Coordinator

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for leading the school's advancement program as adopted by the Consultative Board and directed by the Principal and the Pastor of Sacred Heart Church.
- Oversees all fund-raising activities, including, but not limited to, annual giving, capital campaigns, special projects, endowment drives, and other school-related solicitations
- Maintain Sacred Heart School brand: school marketing including public/community relations, publications, media relations, advertising, and social media.
- Leads and coordinates strategies for donor relations and donor cultivation
- Supervises school special events
- Sets policy for donor and gift record-keeping (reconciles regularly with Parish Accountant and School Business Manager.)
- Maintaining donor/prospect database (Little Green Light)
- Coordinates advancement research activities (grants, foundations, community partners)
- Maintains contact with and develops proposals for foundations and corporations
- Develops a comprehensive planned giving program
- Attends appropriate meetings, when necessary, Board and Committee meetings, Home and School, Parent Ambassadors, Marketing, development.
- Cooperating and working in close collaboration with the administrative staff, with other school personnel, and with parents to accomplish effectively the goals set by the school.
- Fulfilling contractual obligations and observing all other school and Archdiocesan policies.
- Updating strategic advancement plan to reflect the long-range advancement objectives and thereby conscientiously planning daily activities consistent with long-range school objectives.
- Recruiting and training admissions ambassadors (Parent, student council, teachers, and members of home and school association) as well as scheduling their participation in school events, tours, and open houses.
- Demonstrating an effective use and understanding of social media as marketing and communication tool. (Facebook, Twitter, LinkedIn, etc.)
- Engaging in programs of religious and professional development. (ACAAP membership)
- Performs other duties as assigned by the Principal

QUALIFICATIONS:

- Bachelor's degree required
- Master's degree preferred or at least three years of experience in a comprehensive development program: experience in a private-independent school is a plus
- Proficient with technology including but not limited to: Microsoft Office,
- Well organized, able to multi-task and effectively work in a busy, changing environment.
- Able to handle confidential, sensitive, timely and critical matters requiring good judgment, tact, respect, and discretion.
- Exceptional writing and interpersonal skills (preparation of newsletter, grants, articles, mailings, and gift acknowledgements.)
- Strong service orientation.
- Willingness to support the mission of the Catholic Church.
- The Advancement Coordinator must have a car and be prepared to work some nights and weekends

Sacred Heart School

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