CATHOLIC SCHOOLS OF GREATER KALAMAZOO
JOB DESCRIPTION

School: Catholic Schools of Greater Kalamazoo (CSGK)
Job Title: Advancement Coordinator
Location: CSGK offices at Hackett Catholic Prep High School

Position Information

Reports To: Advancement Director
Terms of Employment: 52 weeks
Hours of Employment: 1300 hours per year

Job Summary

The Advancement Coordinator is responsible for providing administrative support to the Advancement Office.

Education, Experience, Skills Knowledge, Qualifications and Abilities

1. Believes in the mission of Catholic education and is fully committed to its success in Greater Kalamazoo.
2. Works well with all constituents including parents, students, alumni, administrators, faculty, and staff.
3. Excellent verbal and written skills; data analysis abilities.
4. Possesses strong interpersonal communications skills, both oral and written.
5. Professional confidentiality is essential.
6. Demonstrates technical competence in relevant computer technology including Raiser’s Edge or other databases, Microsoft Office, Google applications, design software, social media, etc.

Performance Responsibilities

1. Enter and record all gifts into Raiser’s Edge (or applicable software). Produce receipts and acknowledgements.
2. Complete matching gift applications and approve and record matching gifts.
3. Manage constituent database, including address changes, deaths, name changes, affinities, etc.
4. Coordinate two annual appeals and other mailings as needed: prepare mailing list, manage bulk mail account, coordinate printing and preparation.
5. Support school-specific fundraising events throughout the year.
6. Advancement events: coordinate invitations, track attendance, and organize event logistics.
7. Alumni Relations: answer emails, run class lists, promote reunions on website, social media, and publications, work with alumni on planning, and staff events as needed.
8. Gather and edit content for Irish Pride magazine (twice annually) and Annual Report (once annually).
9. Manage CSGK and school websites. Keep content up to date, make necessary improvements for accessibility, search optimization, and service to internal and external audiences.
10. Other duties as assigned by Advancement Director.
Physical Requirements and Work Environment

Physical requirements of the job include the ability to work in an office environment with extensive use of computer; ability to lift and carry up to ten pounds. Semi climate-controlled room with moderate noise levels.

Benefits

Include paid time off, flexible schedule, and tuition discount.

Evaluation

Annually

To apply

Submit your resume and a letter of intent to CSGK Business Manager Melissa Anderegg at manderegg@csgk.org.

Employee Signature: _____________________________ Date: ________________

Administrator/Director Signature: ___________________________ Date: ________________

This job description is for informational purposes only and does not constitute an offer of employment.