



Advancement Coordinator

St. Anne's School of Annapolis has an immediate opening for a full-time Advancement Coordinator to conduct administrative activities in support of external advancement at the school. Reporting to the Director of Development, the Advancement Coordinator's primary duties include office administration, database management, and prospect management for that office. The Advancement Coordinator is responsible for event and communications support and interdepartmental coordination for the Advancement Team (Development, Admissions, and Marketing Departments). The Advancement Coordinator plays a key role in supporting and strengthening the interdependent relationship among these departments.

Key duties and responsibilities:

- Draft and prepare solicitation letters and gift acknowledgements, gift and pledge agreements, proposals, and other donor correspondence.
- Enter and maintain accurate gift/pledge records or donor records, coordinating paperwork between the Development Office and the Business Office. Perform accurate data/donation entry, data clean up, troubleshooting, queries, exports, and reports.
- Maintain an accurate and timely gift acknowledgement process, setting up reoccurring online donation installments in the Diamond mind merchant account and tracking monthly installments to ensure uninterrupted credit card processing.
- Generate mailing lists, mail merge and print documents for mailings.
- Provide administrative support and coordination for the Advancement Team, including
 - Supporting advancement and admissions events including, but not limited to, New Family Orientation, Parent Education Programs, Family Fall Picnic, Admissions Open Houses, Grandparents' Day, and Gala & Auction.
 - Serving as the School liaison for parent association volunteer programming related to Development, Admissions, and Grade Level Liaisons.
- Assist in preparing Advancement and school publications and collateral materials.
- Assist with other school endeavors as requested by the Head of School and Director of Development.

Skills and Expectations:

- Bachelor's degree or cognate business experience
- Excellent communication skills; strong writing and presentation skills
- Must be able to work collaboratively across departments
- Confidentiality, integrity, discretion, attention to detail is imperative.
- Ability to plan, implement and manage multiple projects.
- Solid computer skills with experience using Senior Systems (or similar database), Microsoft office applications, the Internet and social media.
- Proven skills in data extraction and manipulation for planning and evaluation.
- Volunteer management experience.
- Strong appreciation for St. Anne's School of Annapolis, its mission and values.
- Some nights and weekends may be required.
- 1-2 years of development/event planning preferred, or experience in marketing, sales, public relations, or other related fields
- Conscientious, results-oriented, organized, courteous, with professional attitude and appearance.



This is a twelve month, non-exempt, salaried position, commensurate with experience. Benefits provided, including tuition remission plan for children attending St. Anne's School, health and dental insurance, short-term and long-term disability, group life insurance, retirement matching, and eligibility for grants for professional development. Inquiries must include a letter of interest and resume for consideration. Email to Search Committee, Advancement Coordinator, at Recruitment@St.AnnesSchool.org For more information, visit www.St.AnnesSchool.org

St. Anne's School of Annapolis: St. Anne's School of Annapolis is an independent co-educational day school, serving students in our Annapolis Twos Program through Eighth Grade. We invest in the intellectual and spiritual promise of each student and celebrate the diversity and dignity of every human being. Students and faculty are challenged to think critically and creatively, to know themselves as learners, and to govern their lives with confidence, compassion, and integrity. Our academic program and social-emotional curriculum emphasis project-based learning, inquiry-centric academics, service learning and leadership skill development. For more information, [visit us online](#)

St. Anne's School of Annapolis does not discriminate on the basis of race, color, religion, age, gender, sexual orientation, physical disability or national origin in admissions, employment or educational policies. We value diversity and embrace the fundamental Episcopal belief in the dignity of each human being. We are committed to helping our school community understand and appreciate human differences and similarities.