



Position Title:	Advancement Coordinator
Last Updated:	May 2026
Reports To:	Director of Advancement
Status:	Non-Exempt-Hourly Permanent Full-time
Schedule:	Calendar Year; Monday through Friday; 40 hours per week Actual hours will be assigned per the needs of the department May include some evening and weekend hours to support Alumni/Advancement Events
Benefits:	Full benefit eligibility Tuition Remission Eligible - No

Summary Description: The Advancement Coordinator supports the daily operations and core processes of the Advancement Office, including donor stewardship, annual fund, development, and administrative functions. The Coordinator should be a self-starter who is comfortable learning and using new tools, technology, and systems. The ideal candidate will be detail-oriented, organized, and have experience in coordinating projects, meeting deadlines, and working in an office environment.

Essential Functions

Development and Donor Stewardship

- Support the execution and distribution of stewardship materials, including managing a calendar of stewardship touchpoints and implementing mailings of stewardship materials
- Manage regular (weekly/monthly) thank you communications to Annual Fund donors by email
- Assist with preparation, formatting, and proofreading of stewardship communications prepared by senior staff
- Track tiered gift levels and associated donor lists to ensure appropriate stewardship; work with frontline fundraisers and other staff to support needs for donor appreciation gifts
- Assist frontline fundraisers with the production of gift agreements/MOUs
- Enter, maintain, and update data related to fundraising activities in the Advancement CRM (Raiser's Edge), such as contact reports, meeting notes, follow-ups, and proposal details
- Assist with Elm Tree Society (planned giving) mailings and data tracking

Annual Fund Support

- Assist with the logistics of annual fund appeals, including mail merges, printing, and mailing coordination
- Support giving day activities, communications, and logistics
- Work with Annual Fund staff to generate monthly data reports, including giving day reporting

Office Management & Administrative Support

- Manage office administration, printing projects, mailings, office supplies, equipment, and vendor interactions, ensuring smooth daily operations for the Advancement Office
- Assist with general phone and email inquiries from families, alumni, and donors, as well as other ad hoc office projects as needed
- Provide direct support as needed to Chief Advancement Officer and Director of Advancement, including scheduling meetings, entering contact records, and keeping track of action items/follow up from donor meetings
- Serve as central administrative contact for Advancement Office

Billing, Budget Tracking & Expense Reconciliation

- Process invoices, reimbursements, and credit card statements for the Advancement Office; train staff and monitor individual expense entries for accuracy
- Maintain organized budget files and assist with monthly reconciliation
- Collaborate with the Business Office to ensure compliance with financial procedures

Data Support

- Support data preparation for mailings and events, such as generating registration lists, simple data exports, event rosters, and nametags using pre-built queries or saved reports
- Assist with keeping database records accurate, such as biographical and contact info updates
- Produce basic queries and reports to support portfolio management, fundraising activity tracking, and program metrics
- Run, format, and distribute regular and ad hoc reports on fundraising activity and results; assist with list pulls, segmentation, and data checks; and partner with other data-focused colleagues to ensure information is reliable and actionable
- Ensure a high level of accuracy and data integrity with all projects

Qualifications:

- Associate's degree; bachelor's degree preferred
- Three to five years of similar experience, preferably with background of working in educational environments
- Proven aptitude in the following areas:
 - Organizational skills for multi-tasking, prioritizing responsibilities, and managing projects. Must be able to proactively and independently plan and execute steps for project completion.
 - Excellent writing and communication skills (including strong editing, spelling and grammar)
 - Attention to detail
 - Strong interpersonal skills, including an upbeat, collaborative approach to work and colleagues
 - Work intuitively and independently as well as part of the Advancement Team
- Demonstrated ability to coordinate multiple projects and deadlines simultaneously, with strong organizational skills, attention to detail, a proactive mindset, and the ability to work effectively within teams
- Excellent written and verbal communication skills.
- High level of discretion and professionalism when working with confidential information and donors, volunteers, and institutional leaders; customer-service mindset
- Willingness to bring ideas and concerns to the attention of a supervisor in a timely manner
- Ability to successfully interact with diverse staff, faculty, students, alumni and other constituents of the School in a consistently courteous, attentive, and helpful manner
- Solid working knowledge of Word, Excel, Internet, knowledge of Raiser's Edge/NXT and familiarity with fundraising and relational database software a plus
- Professional appearance, attitude and presentation with a strict sense of confidentiality
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- Having a cell phone is an expectation of employment at Williston, not only for communication purposes, but also for the school's emergency protocols
- Possess a valid driver's license
- Regular consistent attendance and punctuality is required as a condition of employment

Additional Responsibilities:

- Required to wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards
- Must maintain high level of personal hygiene and cleanliness at all times
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- All employees are required to participate in annual harassment/boundary training as a condition of employment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- Other duties as requested or assigned per the Director of Advancement or Chief Advancement Officer

Physical Qualifications:

- Regularly communicates with other staff, brokers, vendors, visitors in person, via phone, email, etc. and must be able to convey accurate information in these situations
- Occasionally moves small/medium sized items that may weigh up to 25 pounds
- Can move about the offices to access files and/or office machinery
- Regularly operates computers or other office machinery, i.e. calculators, copy machines, printers
- Observes, recognizes, identifies other staff, brokers, vendors, visitors
- Can remain in a stationary position, (i.e. sitting, standing), for extended periods of time

Working Environment:

- The work environment is usually moderately quiet; however, variations in noise level may occur when employee attends school functions such as assemblies and other events
- The environment may be stressful and hectic at times with frequent interruptions, multiple distractions, and changing priorities
- This position is primarily an administrative role performing duties in a typical office setting and thus is exposed to minimal adverse working conditions
- The employee may spend long hours in intense concentration
- The employee may enter data into computer systems for long lengths of time requiring attention to detail and high levels of accuracy

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.