

LOGOS ACADEMY JOB DESCRIPTION

Created Date: 11/30/18(ODM) Revised Date:(SEM)

Title: Advancement Coordinator (Exempt, 12-month, Full-Time or Part-Time, Regular, No Stipend)

Reports To: VP of Advancement

Minimum Requirements

- Passionate commitment to helping Logos Academy be a vibrant learning community, committed to our 4C's: Christ-centered, culturally diverse, community-minded, and classically educated
- Commitment to advancing the mission of Logos Academy through hard work, innovation, partnership with the Advancement Department, and in good stewardship of resources
- Commitment to helping Logos in advancing the technology plan through personal growth and initiative
- Bachelor's degree in related field or commensurate years of experience
- Two years experience in fundraising, sales, and/or communication with experience in non-profit administrative functions, event planning, and project management a plus.
- Ability to work independently, self-start, be flexible, be a collaborative team member, and manage and drive numerous projects.
- Ability to communicate effectively orally, by phone, in person and in writing.
- Proficient typing, writing and editing skills, particularly in writing copy. Strong skills in Google sheets, docs, and calendars.
- Ability to carry and manage multiple projects simultaneously coordinating team members, volunteers, and vendors.
- Professionalism in appearance, handling confidential information, and meeting deadlines.
- Must have valid driver's license and means of personal transportation.

Major Responsibilities

Serve as project coordinator for the advancement team and support the VP of Advancement.

- Manage pipelines of donors and top donor prospects staging the work of Director of Advancement and Head of School and facilitating timely and regular communication and interaction.
- Manage grant pipeline working as liaison to grant contractor or writer.
- Provide Director of Advancement with reports to aid in evaluating team members and team performance.
- Assemble and write various "case for support" and proposal documents by working cross departmentally to gather the necessary data and developing the written presentation.
- Manage calendar for VP of Advancement representing the department to various members of the community with excellent customer service.
- Assist the VP of Advancement in coordinating team activities, meetings, and trainings.
- Working with the Donor Relations and Communication Coordinator, manage personalized donor communication from the CEO/Head of School, VP of Advancement, and the board of directors.

Coordinate All Advancement Events

- Work with VP of Advancement and Advancement Team to maintain a multi year events plan, which prioritizes events according to their importance to team goals.
- Manage all advancement event planning and coordination including facility arrangements, food, reception activities, response mechanisms, and coordination of staff members and volunteers.
- Work collaboratively across departments, with vendors, and volunteers to stage events.

Coordinate Capital Campaign for construction of new high school (through 2022)

- In support of the Director of Advancement, be the lead project manager for all details of the capital campaign including marketing, communication, committee coordination, and events.
- Work with Donor Relations and Communications Coordinator to record and acknowledge all capital campaign pledges and gifts.