

Westerly School

Advancement Coordinator - part-time

The Advancement Coordinator works closely with the Head of School, Business Manager, Advancement/Development Committees, and volunteers to advance the mission and goals of Westerly School, develop a comprehensive advancement plan in support of those goals, and build the School's overall culture of philanthropy. This is a part-time position.

Duties and responsibilities:

1. Identify, qualify, cultivate, solicit and steward donors.
 - Establish relationships with major and planned giving donors and prospects that incorporate visits, proposals, and ongoing stewardship.
 - Work with the Head of School to formulate cultivation and proposal strategies.
 - Accompany the Head of School, Board of Trustees, and other volunteers on cultivation and solicitation meetings with current and prospective donors.
 - Update contact reports in Donor Connect and reporting activity that describes cultivation, solicitation and stewardship activities.
2. Oversee the implementation of the Annual Fund.
 - Work closely with Annual Fund leadership and volunteers to design the campaign, solicit gifts, and coordinate the campaign.
 - Partner with Leadership to set Annual Fund and other fundraising goals.
 - Develop budget for Annual Fund.
 - Oversee the planning and execution of campaign-specific events as needed.
3. Develop new philanthropic opportunities to engage the Westerly and external communities.
4. Engage in grant-writing and post-award management as needed.
5. Provide strategic support to Westerly School events.
6. Fulfill other duties as assigned.

Qualifications and Skills:

- Bachelor's Degree
- A minimum of 3 - 5 years experience of relevant administrative experience
- Demonstrated strengths in interpersonal skills, collaboration, and initiative
- Excellent written and verbal communication skills

Westerly School is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Applicants, please submit a cover letter, resume, and written letters of recommendation to: Toni DiNapoli, Business Manager at tdinapoli@westerlyschool.org with "Advancement Coordinator - (your name)" written in the subject line.