

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. This is a part-time position.

Duties and responsibilities:

1. Support the implementation of the Annual Fund
 - Work closely with Annual Fund leadership and volunteers to implement the campaign, solicit gifts, and coordinate the campaign
 - Generate solicitation mailings for all constituencies-parents, alumni, grandparents, alumni parents, and community
 - Process incoming annual fund donations and pledges; track annual fund progress bi-weekly; and produce reports as needed by the Head of School
 - Coordinate thank you mailings for all constituents
 - Maintain records using Excel and Word
 - Oversee the planning and execution of campaign-specific events as needed
2. Maintain the Donor Connect database
 - Update contact reports and reporting activity that describes cultivations, solicitation and stewardship activities
 - Record all gifts to the school for Annual Fund, Auction, In-Kind donations and other donations
 - Ensure a thank you letter is sent in a timely manner
 - Work closely with the Head of School to identify potential donors
3. Support the Auction committee leadership
 - Work closely with Head of School, Auction committee leadership and members to coordinate the auction
 - Maintain the Auction database with attendee, sponsorships, and other data as needed.
 - Identify areas that volunteers can assist in auction preparation
 - Prepare any collateral materials needed for the auction
 - Act as point person at Auction event and will participate in setup and night of Auction processing
4. Support Administration as needed for special events and projects.
5. 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
- Ability to prioritize, organize and manage multiple projects efficiently
- Excellent written and verbal communication skills
- Proficiency in the use of Microsoft Office Word and Excel, database management, graphics and presentation software

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.