Westerly School
Advancement Coordinator - part-time

Our School
Westerly School is an independent, non-sectarian Kindergarten through 8th grade school focused on whole child education. Through inquiry-based pedagogy and practices, Westerly School strives to recognize and meet the needs of every individual student to ignite within each child a lifelong love of learning as they discover their full and unique potential. Founded in 1991 by a group of parents who wanted to provide an alternative to the Long Beach Unified School District education, Westerly remains the only independent school in Long Beach. Westerly currently enrolls 180 students.

Position Description
The Advancement Coordinator works closely with the Head of School, Director of Finance & Facilities, Advancement/Development Committees, and volunteers to advance the mission and goals of Westerly School. This is a part-time position.

Duties and responsibilities:

1. Act as the point person and Administrative liaison for philanthropic events, including Annual Fund, Auction, and any donor appreciation activities. In this capacity, the Advancement Coordinator will become familiar with Westerly families, community members, and all stakeholders who play a part in the philanthropic development of the school.

2. 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

3. Maintain the Donor View 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

4. 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 throughout Auction planning and event and will participate in setup and night of Auction processing
- Immediately following the Auction event, process all payments and send thank you letters and receipts
- Timely reporting of post-Auction donations and expenses

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 and makes employment decisions on the basis of merit. School policy prohibits unlawful discrimination based on age, color, creed, disability, gender, marital status, national origin or ancestry, race, religion, registered domestic partner status, sexual orientation, physical or mental disability, a medical condition including genetic characteristics, or any other consideration made unlawful by federal, state or local laws.

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