



ACADEMICALLY EXCELLENT, CHRIST-CENTERED

Advancement Coordinator

General Description:

The Advancement Coordinator will support the day-to-day operations of the Advancement Office, working with and reporting to the Executive Director of Institutional Advancement. The Advancement Coordinator will provide support in the areas of fundraising, event planning, alumni relationships, records and database management, appeals creation, mailings, and other administrative duties. The Advancement Coordinator will work with the EDIA to move the mission, vision, and core values of Judah Christian School forward through short-term and long-term strategic initiatives that further develop the school and position JCS for growth.

Qualifications:

The Advancement Coordinator should be one who has trusted Jesus Christ as Savior and Lord and should be a member and a regular attendee in good standing of a Christ-centered church. He/She should demonstrate spiritual maturity with academic and leadership abilities that will allow him/her, "in humility to consider others better than him/herself." The Advancement Coordinator should reflect the purpose and mission of the school in word and deed, both while at school and in the community.

The Advancement Coordinator should hold a Bachelor's degree and be one who feels called of God to serve a Christian school. A minimum of 3 years of experience in advancement, development, fundraising, or a related field is preferred. He/She should be proficient in Microsoft Office applications (Excel, Word, and PowerPoint), Google Suite tools, donor CRM management, and email campaign software. An eye for web and print design is preferred but not required. A high level of trust and confidentiality is required for this role.

Demonstrated Personal & Non-Technical Skills

- Detail-oriented, flexible, and able to multitask efficiently
- Strong oral and written communication skills
- Project planning and execution (organizing ideas and resources, developing appropriate work plans, driving projects to successful completion)
- Problem-solving for complex communication initiatives with multiple target audiences
- Attention to detail and strong logical reasoning
- Adaptable to a continually evolving environment and thrives in a deadline-oriented workplace
- Excels at operating in a fast-paced, community environment
- Strong ability to think creatively
- Understands the cyclical nature, pace, and timelines of an educational work environment



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Responsibilities:

Spiritual

- Seek to be a role model in attitude, speech, and actions in a consistent daily walk with Jesus Christ.

Alumni Relations and Management

- Create and/or support general communications to JCS Alumni.
- Create Alumni appeals in conjunction with the EDIA.
- Plan and coordinate special events with Alumni Board members.
- Maintain records related to the Alumni Association members and Alumni Association Board.
 - Acquire and maintain current contact information on JCS graduates.
 - Work with the Alumni Board to get submitted copies of meeting minutes and other pertinent documents.
- Act as a liaison between the Alumni Board and the EDIA.

Donor Relations and Management

- Assist with general communications and targeted appeals to donors, former and current members of the Community, and friends of JCS.
- Assist with database record keeping and donation tracking.
- Assist with scheduling of donor appointments.

Brand Identity Management

- Support the EDIA in the branding and material production submission and approval process.
- Assist in monitoring the appropriate use of JCS approved identity standards (branding standards).

Advancement Office Projects and Initiatives

- Coordinate and assist with Advancement Office projects and initiatives as needed.

“Who You Are”

You have a passion and love for the Lord and furthering His kingdom through Christian education. Your heart desires to see organizations like Judah grow so that more students can receive a Christ-centered education. You take pride in your work and have a passion for detail, accountability, and great stewardship of God’s resources. You are someone who sets a high bar for yourself and believes in the true pursuit of excellence in everything you do for the Lord. Overall, you are passionate about serving the Lord in a ministry role and know that your career and life should be a reflection of your relationship with Christ.



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Working Hours

This position is a part-time, 12-month position, at 10-15 hours per week with hourly compensation. The role offers a flexible schedule and the opportunity to work remotely.

Supervisor

This position reports directly to the Executive Director of Institutional Advancement

How to Apply

Please fill out a Staff Application and submit it with your support documentation to the Judah website. The application and submission form can be found at <https://www.judah.org/employment>.

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