



# JUDAH CHRISTIAN SCHOOL

ACADEMICALLY EXCELLENT, CHRIST-CENTERED

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## 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 is proficient in Microsoft Office Applications (Excel, Word, and PowerPoint); donor CRM; and email campaign software. An eye for web and print design is preferred but not required.

### Demonstrated Personal & Non-Technical Skills

- Detail-oriented, flexible, and able to multi-task 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

## **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.
- Plan and coordinate fundraising events in conjunction with the EDIA.

### **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.

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