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## **Advancement Coordinator Part-Time Job Description**

### **Position Overview**

The Advancement Coordinator for The Academy will work with the Co-Heads of School to grow the culture of philanthropy throughout the school community. Reporting to the Co-Head of School for Community, the Advancement Coordinator will play a vital role in maintaining the infrastructure that supports important components of fundraising including communications, event coordination, alumni engagement and database management. In doing so, the Advancement Coordinator will provide the administrative support necessary to ensure the school enhances its existing relationships and expands its current development program.

### **Specific Responsibilities**

- Coordinate annual fund appeals
- Manage the donor management database to track all donor relationships
- Record gifts and generate acknowledgment letters
- Provide logistical support for the school's annual Cornucopia Auction, in addition to other events that The Academy sponsors
- Assist in identifying ways to develop our alumni network, enhance our annual fund, and engage our community members in ways that encourage them to give back over the long-term
- Assist in social media/website updates and development as needed
- Seek relevant grant proposals and solicitation letters.
- Provide additional administrative support for the Co-Heads of School as needed.

### **Qualifications**

We seek a self-motivated, task-oriented individual with impressive organizational skills. Strong applicants will have significant database management experience and competency using G Suite. Proficiency with Educate: Donor Management is ideal, though not required. We are looking for a colleague who is skilled at interpersonal communication and collaboration and will embrace the cooperative spirit of a small school.

### **Additional Information**

Start Date: August 1, 2024

Status: Part-time, approximately 16-20 hours per week.

Salary: Commensurate with experience