

**YORK SCHOOL
POSITION DESCRIPTION**

Title: Advancement Services Coordinator
Employee Classification: Exempt
Reports to: Director of Advancement

The Advancement Services Coordinator manages the donor database and works to reconcile advancement and business office financial records. The Advancement Services Coordinator also supports donor stewardship activities, such as student thank you letters, donor lunches, and special thanking activities. This position also provides administrative assistance to the Advancement Office in the area of events, mailings, data entry, acknowledgement letters, and filing. The Advancement Services Coordinator is a member of the Advancement Team and reports to the Director of Advancement. This is a full-time, twelve-month position.

Database Management

1. Manage the donor database, including maintaining the integrity of records (biographical information, gifts, notes, etc.) and running reports
2. Provide accurate donor lists for publications and mailings
3. Reconcile gift data with that of the Business Office General Ledger

Data Entry

1. Enter gift data
2. Update the database with current address and other information

Donor Stewardship

1. Organize lunches for donors on campus
2. Ensure student thank you letters are complete and mailed
3. Maintain a calendar of donor stewardship activities

Mailings

1. Create and produce acknowledgement letters within 48 hours of the receipt of a gift
2. Provide support for mailings throughout the year, including but not limited to the following. Responsibilities may include full on site production.
 - a. *Break*
 - b. Annual Report
 - c. Annual fund appeals
 - d. Alumni mailings
 - e. Holiday cards
 - f. Event invitations
 - g. Foundation grant proposals

Events

1. Provide support for fundraising and alumni events related to Advancement Office activities, including logistical support, RSVPs, and data entry.
2. Provide logistical support for on-campus lunches with visitors to the school and for dinners hosted by trustees and other friends of the school

General Office Support

1. Provide administrative support to the Director of Advancement
2. Manage office files
3. Coordinate newspaper and other media clippings and distribution
4. Provide clerical support to the office, including filing
5. Provide clerical back-up and phone support to the School Secretary when necessary
6. Manage the school's sympathy card program
7. Other duties as assigned

Minimum requirements:

- At least 2 years of Administrative support, office management, or related experience
- Experience working with a donor database, preferably Raiser's Edge
- Excellent attention to detail, highly organized and able to work productively in a fast-paced, high-production environment
- Ability to manage several projects simultaneously and consistently meet deadlines
- Sound judgment and discretion in handling confidential information
- Sound writing and communication skills
- Outstanding interpersonal skills to develop and maintain effective relationships with donors, prospects, and the York community
- High ethical standards
- Flexibility and energy to work some evenings and weekends
- Proficiency with Microsoft Office Suite and G-Suite / Google Apps
- Comfortable working with electronic and digital media

To apply, please email a cover letter and resume to kedmunds@york.org

York School, located in Monterey, CA, inspires and prepares a diverse community of creative, independent thinkers. The Advancement Office supports the York Schools mission through fundraising, communications and marketing, alumni relations, and events. Drawing students from public and independent middle schools in Monterey, Santa Cruz, and San Benito counties, the 200 students in grades 8-12 benefit from an exceptional academic program and a welcoming community. Combining the classics with innovative teaching and learning, the York program builds expertise and ability, preparing students to creatively navigate the 21st century. Committed faculty and small class sizes allow for personal attention and keep courses engaging and inspiring. Beyond the classroom, students pursue a variety of extra-curricular activities including athletics, fine and performing arts, clubs, and service learning. This dynamic learning environment prepares York students to be leaders in an exciting future, meeting global challenges with confidence and compassion.