



SPRING VALLEY SCHOOL

Advancement Coordinator

(Part Time - 20 hours/week)

Reports to: Communications & Events / Development

Dept. of Mission Advancement

[Spring Valley School](#)

Position Overview:

Spring Valley School (SVS) provides a learning space for students, grades K-12, with learning differences (including Dyslexia, Dyscalculia, and Dysgraphia) to unlock and embrace their unmatched potential in and beyond the classroom. We are looking to welcome to our Mission Advancement team an Advancement Coordinator who is passionate about furthering the education of SVS students by means of maintaining the donor database, and creating opportunities for current parents and alumni to engage in annual initiatives organized by the Advancement Office. This position has a primary focus of database management, and a seasonal focus of volunteer and alumni engagement. Additionally, this position is subject to evolve with other duties as assigned.

Raiser's Edge NXT Database

Tasks and Expectations:

- Manage donor records, including gift processing, pledge reminders, reporting, database maintenance and clean-up
- Execute accurate and timely gift processing procedures, entering gifts into the database, running reports, relaying all information to the Business & Advancement offices, and generating/distributing donation acknowledgements
- Upon the school's receipt of a gift, reference the Post-Gift Stewardship Matrix and assign to department members the stewardship activities that correspond with the level of giving
- Prepare data reports for Development and Communications, as requested
- Continually manage records through ongoing database maintenance, including creating records for new constituents and updating existing records with current information
- Conduct prospect research for the Development Director, as requested
- Compile and maintain a database manual specific to Raiser's Edge NXT
- Provide administrative assistance to the Development Director and Communications & Events Director on annual initiatives, as requested

Parent Association

Tasks and Expectations:

- Update grade-level GroupMe contact lists at the beginning of the school year and as families enroll/unenroll
- Host an informational table at Orientation and Meet The Teacher, and utilize digital and direct communication, to recruit parent volunteers to comprise the PAWS parent association:
 - Committee Leads (Events and Teacher Appreciation) to schedule committee meetings, ensure coverage of logistics, and serve as liaison with internal staff
 - Committees (Events and Teacher Appreciation) to plan and deliver the following events:
 - Family Cookout (September)
 - Trunk-or-Treat (October)
 - Grand Pals Day (November)
 - House Council Chili Cookoff (February)
 - Fine Arts Day (March)
 - Events Committee to include representatives from each grade for grade-level communication when needed
- Collaborate with the PAWS Committee Leads regarding committee efforts tied to upcoming events, teacher appreciation, and communication to be distributed to grade-level parents (i.e. collecting event registrations, distributing sign up forms for additional volunteer needs, etc)
- Collect funds for the Teacher Appreciation Committee at the beginning of the school year for annual Teacher Appreciation efforts by means of flier creation, digital communication (G-Mail and GroupMe) and requested digital communication (Weekend Update and Social Media)

Alumni Relations

Tasks and Expectations:

- Maintain alumni contact records in the Raiser's Edge NXT database, and coordinate outreach efforts to obtain and update this information annually
- Further develop alumni engagement programming. Examples include the coordination and communication of:
 - *Senior Celebration Day & Alumni Panel for Rising Graduates*
 - *Alumni Garden Brick Orders*
 - *Tiki Day "Formers" Team*
- Collaborate with Development / Communications to distribute alumni fundraising appeals
- Collaborate with Communications to identify and coordinate opportunities to spotlight alumni in school publications

Qualifications:

- Graduated from an accredited college or university
- 3-5 years of relevant experience, preferably in the advancement office of a nonprofit organization
- Commitment to the mission of SVS and a willingness to serve as an ambassador for the school both internally and externally
- Strong interpersonal and relationship-building skills
- A demonstrated ability to exercise sensitivity and good judgment when dealing with donors, faculty, parents, alumni, volunteers, and others.
- Proficient computer skills (Google Suite and Raiser's Edge experience is a plus)
- Excellent written and verbal communication skills
- Excellent organizational and time management skills
- A demonstrated ability to be self-directed and highly motivated to meet deadlines in a time-sensitive, fluid environment.
- Strong attention to detail and a commitment to accuracy
- Ability to maintain confidentiality when dealing with sensitive information
- Proactive thinking, deep sense of curiosity, and resourcefulness
- Eager to tackle new ideas and projects