California Western School of Law (CWSL) in San Diego seeks applicants for an **Advancement Coordinator**. The Advancement Coordinator will provide support for donor relations, fundraising, and alumni engagement. The position will report to the Vice President of Institutional Advancement.

**The primary responsibilities (include but are not limited to):**

- **Donor Relations**
  1. Research individual alumni/prospects/donors in preparation for events and meetings.
  2. Assist with stewardship efforts through gift acknowledgement letters, reports, and other materials distributed on a regular basis.
  4. Assist in writing, preparing, and producing communication materials for alumni, donors, and prospects, including direct mail, reports, magazines, newsletters, and other printed and electronic materials.
  5. Assist in the preparation and coordination of meetings and special events, including pre- and post-event correspondence with attendees and vendors. Assist in organization and execution of special events, including guest lists, registration, and assembly of meeting programs and materials. Responsible for event management in database.

- **Database Management**
  1. Coordinate the gift processing and gift acknowledgement process.
  2. Maintain and update donor and alumni records in the database and work with departments to obtain and upload accurate alumni and donor information.

- **Department Support**
  1. Provide business service support to the Office of Advancement including processing expenses, budget tracking, and ensuring the office follows college business policies.
  2. Provide general administrative support to the Office of Advancement, including scheduling, copying, faxing, filing, mail distribution, and answering telephones.
  3. Assist with social media inquiries and alumni requests
  4. Develop and maintain effective relationships with donors and alumni.
  5. Work with the appropriate level of assistance, instruction, and supervision.
  6. Proactively advise the VP, Advancement on project status, potential issues, and overall departmental progress.
  7. Perform, with team approach, other duties as assigned.

**Qualifications:**

- Bachelor’s degree required.
- Two years’ experience in an advancement setting including experience in database management (Raiser’s Edge NXT preferred) required.
- An equivalent combination of education and experience may be substituted.
• Experience in donor relations is required and knowledge of donor prospect research protocols is preferred. Experience and/or ability to work and interact effectively with a diverse, multicultural audience.
• Very strong analytical and problem-solving ability, organizational skills, and process orientation, as well as effective time management and project management skills required.
• Strong commitment to customer service essential.
• Must be motivated, highly organized, and a self-directed individual with excellent interpersonal skills who can effectively multitask and handle a variety of matters independently, with minimal supervision, in a professional, polished, and mature manner with tact, diplomacy, and appropriate judgement.
• Attention to detail and a high degree of accuracy is crucial. Professional attire and presentation are required. Experience in higher education a plus.

Computer Skills:

• Experience in Microsoft Office Suite, including MS Word, Excel, Outlook, and PowerPoint.
• General Internet skills are essential.
• Knowledge of effective internet search properties.
• Experience with electronic communication and database systems, and data analysis and interpretation required.
• Aptitude for learning new technology is essential.

CWSL COVID-19 Vaccine Policy:

In accordance with the California Western School of Law policy, students, faculty, and staff must be fully vaccinated against COVID-19 or provide a valid medical or religious exemption in order to access campus. Individuals are considered fully vaccinated for five months after their final dose of a two-dose COVID-19 vaccine or for two months after receiving the only dose of a single-dose vaccine. Afterward a COVID-19 booster is required to continue to be considered fully vaccinated. The individual hired into this role will be required to submit their completed vaccination documentation. Individuals with an approved medical or religious exemption on file with the school will be required to participate in CWSL’s COVID-19 testing program. Further information can be found on our website at https://www.cwsl.edu/Covid-Updates

APPLY NOW

Click the link below to complete an application through the CWSL Career Center website.

Resume and Cover Letter required.

Approximate salary up to $25.00 per hour
About us:

Established in 1924, CWSL is an ABA accredited and AALS member, non-profit law school located in downtown San Diego, California. CWSL has the distinction of being San Diego’s oldest law school. CWSL is the recipient of numerous community service awards, including the State Bar of California President’s Pro Bono Service Award, and the federal government’s President’s Higher Education Community Service Honor Roll. The law school is also home to numerous outstanding programs, including the California Innocence Project, Community Law Project, and New Media Rights Program. The faculty are dedicated to teaching, research, and service to the community. Detailed information is available at https://www.cwsl.edu/

Salary is commensurate with qualifications and experience.

The law school offers competitive benefits, including, but not limited to:

- Up to 95% employer medical contribution (depending on which plan/level the employee elects).
- 403 (b) employer retirement contribution of 8% (up to 8k per year) Fully and immediately vested.
- Reduced summer work schedule (paid) for qualifying positions.
- Paid winter break (week of x-mas through new year)
- Additional 10+ paid holidays
- Wellness Programs

California Western School of Law is committed to using the law to prevent and solve human and societal problems. In conjunction with our mission - to train ethical, competent, and compassionate lawyers, representative of our diverse society and equipped to use the law effectively and creatively on behalf of all members of society - we value a rich diversity among our students, alumni, faculty, and staff, as well as in the larger communities of which we are a part.

The law school is an Equal Opportunity Employer dedicated to affirmative action and to excellence through diversity. The law school provides reasonable accommodations to qualified applicants with disabilities upon request.

Apply Here: https://www.click2apply.net/b7yJANHeAIP2IQ7WhNQPL

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