Advancement Services Coordinator

About Francis Parker School:

Francis Parker School is a coeducational independent day school in San Diego, California with 1300 students in grades JK-12. Founded in 1912, the school’s mission is “to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective and strength of character prepare them to make a meaningful difference in the world”.

Overlooking Mission Valley, two separate campuses serve students in Lower School – junior kindergarten through 5th grade; Middle School – 6th grade through 8th grade and Upper School – 9th grade through 12th grade. As a college preparatory school Parker offers a comprehensive program that includes twenty-five advanced placement courses as well as a rich palette of electives – all designed to meet the individual needs of our students.

Job Description:

The Francis Parker School Advancement Office supports and expands the School’s culture of philanthropy. The Advancement Services Coordinator plays a vital role in fulfilling this commitment and is the primary support person for the Advancement team, which includes the Advancement and Communication offices. The Advancement Services Coordinator plays a customer service role to members of the team, Board of Trustees and Trustee Committees, parents, students, grandparents, faculty and staff, and alumni, and understands the balance between the need for information and discretion.

Essential Duties/Responsibilities:

Database Management:

- Manage the School’s Blackbaud Raiser’s Edge (RE) database and Alumni online portal; actively seek to provide the highest data integrity
- Create, track, manage, and upload all constituent records and information in a timely manner (i.e., constituent codes, funds, appeals, attributes, relationships, events and event attendees); communicate changes to the appropriate department
- Input incoming and current family information from various School databases (e.g., Ravenna, TADS, and OnCampus) to RE
- Convert constituent codes (i.e., seniors to alumni, parents to past parents, etc.) at the end of each fiscal year
- Manage download of Address Accelerator files
- Manage and verify NCOA list to capture moves and undeliverable addresses
- Serve as the Advancement team leader on the School's data internal processes, procedures, and best practices
Gift Processing:
- Enter and process all gifts, pledges, and payroll deductions into RE and generate acknowledgment letters, receipts, and pledge reminders; provide appropriate back-up to Business Office to ensure gifts are booked correctly
- Cultivate relationships with donors to ensure appropriate recognition
- Communicate gift information to Advancement team
- Work collaboratively with Parent Association (PA) volunteers on Gala annual event efforts; convert information from giving software (e.g., GiveCampus and Greater Giving) to RE; communicate with PA treasurer to match giving reports and the Gala technology chair on constituent information
- Provide all end-of-month documentation and reports to the Business Office for financial reconciliation
- Adhere to the School's Gift Acceptance Policy

Reporting:
- Coordinate and oversee monthly gift and summary reports (i.e., participation, parent giving by student class, total number of gifts by fund, etc.)
- Prepare RE queries, imports, exports, and reports as needed
- Prepare all lists and information for the annual Report on Philanthropy

Donor Relations, Engagement, and Stewardship:
- Work collaboratively with the Advancement team to provide accurate and appropriate communication with donors
- Maintain hard copies of donors files
- Properly track and acknowledge Loyalty Club members; execute annual Club mailing

Communications:
- Ensure all letter templates (i.e., acknowledgements, receipts, etc.) are accurate and up-to-date; execute mail merges
- Provide lists (online for e-blasts and print), labels, and directories for communication and outreach
- Maintain and execute the production calendar of 40-50 mailings and communications each fiscal year; ensure all mailings (e.g., Parker Magazine, solicitations, and invitations) are mailed on time and to the correct constituency groups

Staff Support:
- Assist the Head of Advancement as needed
- Support all Advancement Office activities, including annual and special campaigns
- Work with faculty and staff, including the Business and Technology Offices
as far as the mind can see

- Oversee office—answer advancement main line and direct email and calls to the appropriate person; and process and distribute mail
- Staff Advancement Office events
- Must commit to being on site at end of fiscal year and end of calendar year (i.e., during School holidays) to ensure effective and efficient gift processing and reporting
- Other duties as assigned

Qualifications:

- Bachelor’s degree is required
- Minimum 3-5 years of experience in a professional setting, preferably non-profit
- Strong Raiser's Edge database experience or other donor software knowledge (i.e., GiveCampus, Greater Giving)
- Exceptional knowledge of Microsoft Word and Excel
- Demonstrate the highest level of confidentiality for donor information privacy
- Demonstrate strong project management skills
- Attention to detail and ability to prioritize tasks appropriately
- Excellent communication skills, both verbal and written
- Strong organizational and problem-solving skills
- High level of analytic skills necessary
- Ability to interact well with a variety of people, handle time-sensitive and multiple tasks simultaneously, self-motivated, and works well in team environment

Salary and Benefits:

Francis Parker School is committed to attracting and retaining the highest quality faculty and staff through a substantial compensation plan, including competitive salary, TIAA retirement benefits and full medical/dental coverage. Individual salary is negotiable depending on years of experience and educational background.

Non-Discrimination:

Francis Parker School values diversity and seeks talented students, faculty, and staff from different backgrounds. All employment decisions are made without regard to unlawful considerations of race, color, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), gender, sexual orientation, gender identity or expression, marital status, religion, national origin, ancestry, ethnicity, creed, age, mental or physical disability, medical condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law.
Application Process:
A cover letter, resume, and employment application should be submitted electronically to:
Shara Freeman, Head of Advancement
advjobs@francisparker.org
https://www.francisparker.org/about-us-/employment

Please indicate the position you are applying for in the subject line