

INTERPOSITION AVAILABLE  
**ADVANCEMENT COORDINATOR**  
**FULL-TIME**

We are privileged to learn, work, and live on the traditional territory of the Sc'ianew (Beecher Bay) First Nation.

Pearson College UWC was founded as Lester B. Pearson College of the Pacific and United World College (Canada) Inc. in 1974. Pearson is a unique, highly selective, two-year pre-university school for up to 200 students from across Canada and around the world chosen solely on their promise and potential and demonstrated commitment to actively engage in creating a better world. Students currently are selected from nearly 160 countries. Pearson is one of 18 UWC schools worldwide. ([pearsoncollege.ca](http://pearsoncollege.ca)).

**Pearson College UWC is recruiting for an outstanding Advancement Coordinator**

**Reporting to:** Director of Advancement and External Relations

***Position Summary:***

As a key member of the College's Advancement and External Relations (AER) Department, the Advancement Coordinator will be responsible to gift processing, records management, and administration in support for the AER team. The successful candidate will work in close collaboration with the Advancement Officers and the Director of Advancement and External Relations and will establish and maintain strong working relations with the members of the AER and Finance teams.

**Major Responsibilities:**

**Gift Processing**

- Process and acknowledge/receipt of all College gifts, ensuring high accuracy
- Collaborate with the Finance department for month-end, year-end gift record and receipt reconciliation, and audit (provide documentation as requested)
- Process reunion and other event registrations, refunds, and adjustments
- Maintain a proactive communication with donors to ensure the recurring gift program is maximized including, but not limited to, follow-up with payment issues, reminders

LESTER B. PEARSON COLLEGE OF THE PACIFIC AND UNITED WORLD COLLEGES (CANADA) INC

650 Pearson College Drive, Victoria, BC, Canada, V9C 4H7

P: +1 250 391 2411 E: [info@pearsoncollege.ca](mailto:info@pearsoncollege.ca) [www.pearsoncollege.ca](http://www.pearsoncollege.ca)

Located on the unceded territory of the Scia'new (Beecher Bay) First Nation

to donors of upcoming credit card expiry, invite donors to increase donation when renewing, and make-up missed payments

- Adhere to the stewardship plan to ensure gifts are appropriately acknowledged and notify appropriate members of the AER team of gifts as needed
- Responsible for creating and maintaining procedure documents for gift processing and records management on an ongoing basis
- Prepare pledge reminders and lapsed donor lists
- Monitor advancement generic email and campus mailbox

### Records Management

- Responsible for regular data entry, data clean-up and data maintenance
- Responsible for global adds and imports for the AER team
- Maintain data including bulk information imports
- Maintain database procedures and guides to ensure database information is entered and updated in an accurate and timely manner including performing data imports and error corrections

### Administration

- Responsible for booking travel and accommodation for team members
- Responsible for assembling and mailing packages and tax receipts
- Ensure that all printed fundraising materials are stocked
- Support AER events and provides logistic support to individual team members
- Manage the lobbyist registries
- Other duties as assigned.

### Skills Required

- A passion for, and understanding of, the mission of Pearson College UWC and the international UWC movement
- Experience working in the field of education, preferably at the secondary or university level, ideally, with a diverse student body is considered an asset
- Excellent interpersonal and organizational skills
- Effective communications skills, orally and in writing
- Knowledge of accounting principles
- Competent working with Microsoft Office Suite and various database software, such as Raiser's Edge
- A self-starter with personal initiative, high energy, and the ability to work both collaboratively and independently

- Excellent organizational skills and attention to detail
- Demonstrated problem-solving skills, flexibility, and adaptability

#### Education & Experience

- A certificate or Diploma in Business Administration or similar, however years of experience and other education may be considered
- A minimum of 1-2 years working in a fundraising environment, preferable

#### Compensation & Organization

This is a full-time position, located at Pearson College UWC in Metchosin, approximately 40 minutes from downtown Victoria, British Columbia, Canada. Salary range is between \$38,000-\$43,000 plus a benefit package to an outstanding and qualified applicant.

Applications will be accepted until the position is filled. Only candidates selected for an interview will be contacted. Résumés and a cover letter can be emailed to [hr@pearsoncollege.ca](mailto:hr@pearsoncollege.ca).

*Pearson College UWC is committed to diversity and equity in employment. All qualified applicants are encouraged to apply; however, Canadians and permanent residents shall be given priority.*