



Job Description

Title: Advancement & Events Coordinator

General Description:

Promote Phoenix Christian Preparatory School through the Advancement Team.

- Support the Advancement Team by maintaining Raiser's Edge NTX database and coordinating donor communication.
- Collaborate and support the Advancement Team's sustained giving campaign initiatives such as Homecoming, the Gala, and the Cougar Classic.
- Host, support, and manage volunteer groups like SOWERS and RVICS.
- Manage the events calendar and facilitate events including event polishing and décor in collaboration with principals, directors, and facilities team. Coordinate room/meeting space reservation system.
- Manage Team Shop including operating store and tracking inventory.

General Qualifications:

Candidate must be scrupulously honest with character above reproach, have excellent verbal and written communication skills, and sales ability. Candidate must have a friendly and professional manner with accepted social etiquette, a positive and energetic attitude, and a strong desire to meet goals and commitments. Candidate must be comfortable working in the context of the business community. Candidate must thoroughly understand the Christian philosophy of education and be able to clearly articulate that philosophy along with the Vision and Mission of Phoenix Christian Preparatory School.

Minimum Education:	Bachelor's Degree
Minimum Experience:	One to three years in related field or role
Language Skills:	Ability to communicate effectively and professionally both in written and oral expressions.
Administrative Skills:	Schedule and keep appointments, accuracy in record keeping, computer skills, professional demeanor, thorough planning and detailed budget management.
Reports to:	Director of Alumni Relations & Marketing

Evaluation: Performance will be evaluated on an annual basis by the Director of Alumni Relations and Marketing.

Software Proficiency: Microsoft Office and ability to learn other programs quickly.

Required Personal Qualities:

- Has received Christ as his/her personal Savior.
- Believes that the Bible is God's Word and standard for faith and daily living.
- Is a Christian role model in attitude, speech, and actions towards others. This includes being committed to God's biblical standards for sexual conduct (Luke 6:40).
- Regularly attends a local, evangelical church, which has a State of Faith in agreement with the school's Statement of Faith.
- Shows by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
- Is in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
- Has the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."
- Recognizes the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
- Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Meets everyday stress with emotional stability, objectivity, and optimism.
- Maintains a personal appearance that is a Christian role model of cleanliness, modesty, and good taste, and that is in agreement with any applicable school policy.
- Uses acceptable English in written and oral communication.
- Respectfully submits and is loyal to constituted authority.
- Notifies the Superintendent of any policy he/she is unable to support.
- Refuses to use or circulate confidential information inappropriately.
- Appreciates and understands the diversity of the Phoenix Christian community.
- Recognizes the need for good public relations. Represents the school in a favorable and professional manner to the school's constituency and the public.
- Develops and maintains rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
- Follows the Matthew 18 principle in dealing with students, parents, staff, and administration.
- Seeks the counsel of the Superintendent and colleagues, while maintaining a teachable attitude.

Roles and Responsibilities:

- The coordinator will attend all weekly advancement meetings and take thorough notes for the team.
- Plan and execute quarterly parent social gatherings.
- Receive all fundraising requests and submit to the Advancement Team for approval.
- Receive all Event Planning Forms (EPFs), review and distribute to required signees for approval.
- Log all approved events in calendar scheduling program.
- Support the Alumni Office by updating alumni records in Raiser's Edge NXT.
- Support Advancement Team in generating thank you letters, year-end statements, and other mailings throughout the year.
- Coordinate the annual OAW call-a-thon including managing students during the three-day call-a-thon, ordering dinner, and helping enter donations.
- Help plan OAW student trip.
- Plan RVICS and SOWER thank you luncheons.
- Communicate with volunteer organizations and coordinate calendar.
- Work closely with the facilities team during the volunteer teams' visits to ensure they have the jobs lists, supplies needed, and helping to make sure they have everything to make their stay comfortable.
- Operate the team shop and track inventory.
- Co-chair Homecoming weekend – overseeing facilities, décor, and catering.
- Attending Admin Team meetings bi-weekly and preparing a two-week calendar "At a Glance" to review with team.
- Support school events and help with décor as needed.
- Serve on the Gala Team.
- Meet weekly with facilities team to review event needs.
- Coordinate sound/lighting needs with appropriate personnel.
- And other assigned duties as needed