

First Presbyterian Academy  
 Greenville, SC

|  |
| --- |
| Job Title: **Advancement Coordinator** |
| Supervisor: Director of Marketing & Communications |
| Subordinate(s): None |
| Part/Full-Time: Part Time |
| FLSA Status: Exempt |

# POSITION OVERVIEW:

Reporting to the Director of Marketing & Communications, the Advancement Coordinator is responsible for promoting and supporting the Armor Fund, coordinating school wide events, and overseeing Crusader Connections and other volunteer groups.

**GENERAL CHARACTERISTICS FOR EMPLOYMENT AT FPA**:

* A committed follower of Jesus Christ who loves children and desires to see them walk in the truth.
* Passionate about living out his/her calling through the Christian education of our children.
* Eager to serve in a Christian learning environment, modeling Christlikeness through his/her diligence, perseverance, resilience, patience, courage, and Christian discipleship.
* In agreement with the Statement of Faith and Personal Lifestyle Statement as found on the FPA website (www.firstpresacademy.com) page.
* Devoted to personal and professional excellence and is willing to pursue professional development opportunities that facilitate growth.
* A member in good standing at a local evangelical church.
* Committed to the goal of giving a good report with regards to the school and community and determined to live out the biblical principles of reconciliation spelled out in Matthew 18 when disagreement arises.

# QUALIFYING CHARACTERISTICS:

* Faithful in providing support to a Christian education marked by the biblical integration of faith and academic content.
* Devoted to excellent communication and understands the importance of effective and professional communication with various constituents such as faculty/staff, administration, students, and parents.
* Committed to maintaining the appropriate degree of confidentiality and professionalism.
* Supportive of the whole FPA community and works collaboratively in team-oriented environments with parents, students, fellow teachers, and administrators.

# ESSENTIAL DUTIES:

1. **Armor fund/Advancement support**
   * Working with the Head of School (HOS) & Chief Operations Officer(COO) on Armor Fund priorities, planning, and activities.
   * Work with the COO & Director of Marketing & Communications to highlight and celebrate school improvements funded by the Armor Fund, and to communicate progress effectively.
   * Collaborate with Operations personnel to develop proper communication plans in support of Armor Fund initiatives.
   * Participate in donor appreciation planning and activities.
   * Process donations confidentially, noting those that warrant a response from the Head of School or the Chief Operations Officer.
   * Maintain and constantly update the donor database, identifying those whose expressed interests and giving capacity align with school priorities.
   * Improve and sustain Alumni connections via LinkedIn, updating them and the greater community about FPA events & opportunities to stay connected.
2. **Event Coordinator**
   * Manage Armor Fund (Development) Events
     + Fall Fest
     + Alumni event - Homecoming weekend
     + Call-a-thon
     + Connection Coffees
     + State of the School Address
   * Assist with logistics of small donor group meetings with HOS & COO
3. **Parent Volunteer - Staff Liaison**
   * Manage the Crusader Connections (parent volunteer group)
     + Execution of employee appreciation events
       - Faculty/staff back to school lunch - during In service
       - Teacher appreciation meal - Christmas
       - Teacher Appreciation Week
     + Manage the SWAG Shop inventory, with Crusader Connections assistance
       - participate in clothing designs with marketing and Admissions
       - Manage inventory (ordering, sales, budget) - with a break-even budget goal.
       - Coordinate staff & volunteers to work “pop up shop” sales events throughout the school year.
     + Volunteer Coordination
       - Act as the primary point of contact between volunteer leaders and school administration
       - Communications oversight and approval (from volunteers to parents)
       - oversight of volunteer expenses/budget
       - Seasonal decor - in collaboration with parent volunteers and facilities team.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

* Possesses excellent communication and organizational skills
* Tech savvy - able to proficiently use Google apps, Microsoft Office, and other computer programs efficiently
* Bachelor’s Degree preferred
* Minimum 2 years of related experience

**PHYSICAL REQUIREMENTS:**

* Ability to walk across uneven surfaces, assisting in the evacuation of students in the event of emergency
* Able to walk between the campus buildings, including crossing Garlington Rd, without assistance
* Ability to sit, bend, & stand without assistance.
* Must be able to lift 15 pounds multiple times
* Ability to hear and understand verbal communications via phone, and in person.

Updated 04/17/2025