



JOB TITLE: Advancement Coordinator

DEPARTMENT: Advancement

FLSA: Exempt

CLASSIFICATION: Full-time

REPORTS TO: Controller

DIRECT REPORTS: No

BENEFITS: Medical, dental, and vision insurance, 25% tuition discount for first 3 years and 30% thereafter, basic and voluntary life insurance, and 401(k) Retirement Plan, with 4% matching after one year of service. Supplemental benefits such as short-term and long-term disability plans and flexible spending accounts are available as employee-paid benefits.

WORK SCHEDULE: Twelve-month, at-will position, with vacation and sick accrued at 3.33 hours per pay period and 24 hours of personal/emergency leave available August 1 each year. Holidays include: Martin Luther King Day (observed), Presidents' Day (observed), Good Friday, Memorial Day (observed), Independence Day (observed), Labor Day (observed), along with the school breaks of Fall Break (usually two days), Thanksgiving Break (usually three days) Christmas Break (approximately two weeks), and Spring Break (five days). This position works a daily schedule of 7:30 a.m. to 4:00 p.m. unless requested otherwise.

JOB SUMMARY: Strategizes, plans, develops, implements, administers, coordinates, and monitors advancement programs and priorities, including, but not limited to, fundraising, alumni, endowment, foundation, and grants. Develops and secures funds to achieve/surpass fundraising goals through a variety of financial development vehicles including, but not limited to, foundation support, corporate gifts and sponsorships, grants, and alumni association.

ESSENTIAL FUNCTIONS: This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this position. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this job description.

AREAS OF RESPONSIBILITY:

- Collaborates with administration to strategize directions to move advancement forward in a purposeful way.
- Develops, coordinates, and oversees annual fundraising calendar and strategically aligned cycles.
- Approaches Metro families for Annual Appeal funding and support for endowment funds.
- Plans and coordinates major events throughout the year including, but not limited to, Homecoming, Auction, the Annual Appeal, and fundraisers for The Metro Christian Academy Foundation (TMCAF).
- Explores opportunities for corporate sponsorships and grants.
- Actively pursues grants for various programs.
- Works with the Capital Campaign to develop and coordinate relationships with gold level donors.
- Grows Metro Christian Academy's Planned Gifts initiatives.
- Partners with TMCAF Board for the board's development, meetings, and programs.
- Works closely with the President of the Alumni Association to increase awareness, membership, and support of the alumni association through quarterly meetings and alumni newsletter; supervises

maintenance of the alumni database and constitution; coordinates alumni meetings, homecoming events, and reunions.

- Cultivates relationships with foundations, companies, alumni, past parents, and others for funding of initiatives and projects.
- Establishes presence in Tulsa community through involvement in civic organizations and events to introduce school officials to potential personal and foundational donors.
- Handles all correspondence regarding advancement contributions with families, foundations, companies, and other interested individuals.
- Manages policies relating to all development functions, including, but not limited to, giving, investment of funds, records management, acknowledgments, etc.
- Collaborates with the marketing department to develop brochures on giving opportunities.

OTHER RESPONSIBILITIES:

- Acts as primary liaison between Metro Christian Academy and TMCAF.
- Provides advancement information as requested.
- Maintains membership in development/advancement organizations and stays current on advancement issues through training.
- Meets all legal standards and obligations regarding gifts, wills, etc.
- Performs other related work as assigned.

MATERIALS AND EQUIPMENT USED:

- General Office Equipment

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent relational skills.
- Effective oral and written communication skills.
- Effective organizational skills.
- Knowledge and understanding of finance and fundraising.
- Knowledge of and commitment to the mission.
- Knowledge of principles and practices of individual, corporate, foundation, and special event fundraising.
- Knowledge of and ability to interpret charitable solicitation laws including, but not limited to Metro Christian Academy policies and local, state, and federal laws as they relate to fundraising and charitable solicitation.
- Knowledge of donor records management and administration, as well as data trend analysis.
- Knowledge of the principles and practices of budgeting and financial management.
- Knowledge of passionate love for Jesus, Christian education, Metro Christian Academy, and people regarding past, present, and prospective faculty, families, and friends of Metro Christian Academy.
- Knowledge of and ability to incorporate a biblical worldview of prayer, stewardship, relationships, giving, and resourcing as well as of fun-raising, friend-raising, and fund-raising.
- Knowledge of and ability to show a framework of forwarding advancement consistent with the pursuit of excellence through Christ and complementary to a capital campaign.
- Ability to communicate effectively with all levels of staff, including Head of School, Principals, faculty, staff, parents, volunteers, alumni, Board members, corporations, and community philanthropists.
- Ability to plan, coordinate, and evaluate fund-raising events.
- Ability to prepare and maintain reports in an accurate and complete manner.
- Ability to maintain a safe and clean work environment with a high attention to detail.
- Ability to work with others in a team environment and display good interpersonal skills.

COMPUTER SKILLS:

- Proficient computer skills
- Familiarity with the use of Microsoft Office suite programs, including database management applications.

MINIMUM QUALIFICATIONS:**EDUCATION AND EXPERIENCE:**

- Bachelor's Degree from an accredited college or university, required, and
- Three to five years' experience of progressively responsible experience in fundraising and advancement and fundraising management, preferred, or
- Any equivalent combination of training and experience, which provides the required knowledge, skills and abilities.

LICENSES AND CERTIFICATIONS:

- None

PHYSICAL DEMANDS:

- Ability to meet attendance requirements.
- Ability to read, write, and communicate the English language.
- Ability to hear and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to safely and responsibly operate equipment and machinery necessary to complete the essential functions of the position.
- Ability to move hands in a repetitive motion including grasping, holding, and finger dexterity.
- Ability to display eye-hand coordination.
- Ability to visually inspect and distinguish colors.
- Ability to accurately measure or assemble at distance close to the eye.
- Ability to prepare and analyze figures.
- Ability to climb stairs, steps stools, and ladders.
- Ability to carry, push, and pull equipment and supplies necessary to complete the essential functions of the position.
- Able to do heavy lifting (up to 20 pounds).
- Able to perform tasks that require repetitive motions such as bending, lifting, climbing, kneeling, walking, and reaching above shoulders and sitting.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors and occasionally outdoors where there may be physical discomforts associated with extreme temperatures, noise, dust, chemicals, fumes, dirt, and the like; frequent walking and/or standing, kneeling, bending, crawling, or squatting relieved by lesser periods of sitting.

Light amount of physical effort required associated with walking, standing, lifting, carrying objects (20 lbs.), and performing the essential functions required for the position.

STATEMENT OF PURPOSE:

This job description does not list all the duties of the job. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the task listed in this job description, as well as other tasks assigned to you.

The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

All employees recognize that Metro Christian Academy is a religious institution and agree to uphold the school's Statement of Faith and will do nothing to undermine its religious mission.

Your signature below indicates that you have read and understand the job description and that you are able to perform the essential functions as defined within this job description.

Employee Signature

Date