



Advancement Coordinator

Full Time - school calendar (mid-August to mid-June)

Start Date: August 2025

SCHOOL MISSION:

Pope Francis Preparatory School is a Catholic co-educational, college-preparatory school which instills Gospel values and fosters academic excellence in a diverse community of learners. Our mission is to challenge students to grow spiritually, intellectually, socially, and physically to become critical thinkers and faith-based leaders who embody justice, peace, service, and mercy in the global community.

THE POSITION:

The Advancement Coordinator reports to the Chief Advancement Officer and supports the personnel within the Institutional Advancement (IA) office of the school. These offices include Admissions, Marketing & Communications, Development, and President/Head of School. This position is responsible for planning, developing, implementing, and monitoring many aspects of the school's institutional advancement functions. This is a 10-month position (mid-August to mid-June).

REQUIREMENTS:

- Minimum of a Bachelor's degree.
- Prior experience as an administrative assistant, office manager, or similar - preferred.
- Experience in a school setting - preferred.
- Demonstrated ability to organize and prioritize work.
- Excellent organization, communication, problem solving, and interpersonal skills.

MAJOR FUNCTIONS AND RESPONSIBILITIES:

Advancement Office:

- Act as the primary point of contact for all alumni groups, including alumni-related events.
- Coordinate with alumni groups to plan reunions, provide class lists and mailing services.
- Coordinate all aspects of IA events.
- Oversee alumni-related social media via Facebook, Instagram & LinkedIn.
- Oversee Advancement and Alumni contact forms.
- Work directly with the Director of Marketing & Communications to execute the bi-annual Cardinal magazine.
- Work directly with the Development Data Manager to ensure proper stewardship and updates.
- Serve as the backup to the Development Data Manager in times of need.
- Provide additional support for Admissions, Marketing & Communications, and the President/Head of School offices as needed.

Administrative:

- Serve as the primary point of contact for IA offices.
- Oversee and update IA Google calendar and IA activities calendar.
- Oversee IA workroom, including being the point person for copier/folder/mailed maintenance.
- Oversee and track IA inventory.
- Oversee school-wide first-class and bulk mail services.
- Assist with front desk coverage when needed.

Facility Use:

- Serve as the primary point of contact for facility rentals.
- Provide pricing and contracts for rental inquiries.
- Schedule and maintain proper staffing for facility rentals.
- Ensure both parties meet all contractual agreements and that PFPS policies and procedures are followed.
- Maintain and accurately record all rentals and events utilizing Google Calendar.

Other:

- Required attendance at occasional evening and weekend events, including but not limited to reunions, alumni events, and the golf tournament.

NOTE:

The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility.

COMPENSATION:

\$25.00/hour.

Fulltime, 10-month position, based on 37.5 hrs/week,

Benefits eligible: health, dental vision, 403(b), paid time off,

Flexible work schedule during school breaks.

TO APPLY:

1. Email cover letter, resume, and a list of 3 references (only to be contacted with your permission following an interview) to Mr. Daniel Fenton, Chief Advancement Officer, dfenton@popefrancisprep.org.
2. Review of applications will begin immediately and qualified candidates will be contacted for interviews.