

**JOB TITLE:** Advancement Services & Events Coordinator

**DATE:** May 2026

**STATUS:** Full-time, on-site, salaried

**REPORTS TO:** Director of Institutional Advancement

**Job Summary:** Kennedy Catholic Preparatory School seeks a mission-driven, detail-oriented professional to support the school's fundraising and development goals. The position will join a collaborative advancement team dedicated to strengthening philanthropic support and expanding connections among alumni, current and past parents, grandparents, business and community partners, and friends of the school. The incumbent should be an organized and energetic self-starter who can work with limited in-office supervision.

This role plays a critical part in managing and maintaining accurate and high-quality donor data, planning and executing fundraising and engagement events, implementing coordinated communications that inspire generosity and deepen community engagement, and supporting the Advancement team with administrative and project-based tasks. The role requires strong organizational, communication, and technical skills to help build relationships with donors and partners.

## **DUTIES & RESPONSIBILITIES**

### *Advancement Services & CRM Management*

- Maintain and oversee the school's donor database/CRM, ensuring accurate and timely data entry, record updates, and reporting.
- Generate gift receipts, giving reports, mailing lists, and analytics.
- Produce regular and ad-hoc reports to support fundraising strategy and Board/administrative needs.
- Conduct data imports, conversions, and upgrade projects, including the transfer of new contact information housed in the school's database.

### *Events & Community Engagement*

- Coordinate fundraising and stewardship events, including the Golf Classic, President's Dinner, and smaller cultivation gatherings.
- Manage event logistics, vendor coordination, registration, sponsorship tracking, volunteer support, on-site execution, and post-event reporting.
- Support alumni events and community gatherings, as needed, including reunions and the Hall of Fame.

### *Donor Stewardship & Communication*

- Work closely with the team to implement a strategic and coordinated communications calendar aimed at donors and prospective donors.

- Support the development and execution of a robust and coordinated donor acknowledgement program, including thank you letters, handwritten cards, and other initiatives in accordance with the team's stewardship plan.
- Draft and schedule donor-facing content that focuses on solicitations and stewardship, including appeals and e-appeals, event promotions, and segmented outreach.
- Collaborate with institutional colleagues to ensure consistent branding, messaging, and timing across all advancement-related communications.

#### *Administrative & Collaborative Support*

- Serve as a key member of the Advancement Office, collaborating on strategy, campaign initiatives, and donor engagement efforts.
- Support the Director of Institutional Advancement with special projects and preparation for donor meetings.
- Perform online and database-driven prospect research to support major gifts fundraising and actively support moves management data entry and reporting.

#### **QUALIFICATIONS**

- Bachelor's degree preferred, but not required; relevant experience in nonprofit development, advancement services, communications, or event management strongly encouraged.
- Strong organizational skills and the ability to manage multiple projects with accuracy and attention to deadlines.
- Excellent interpersonal, written, and verbal communication skills, with the ability to communicate professionally, effectively, and discreetly with donors and colleagues.
- Experience with CRM or donor databases, preferably Salesforce.
- Collaborative, positive, and mission-focused approach; comfort working with diverse stakeholder groups.
- Ability to work evenings/weekends as needed.
- Proficiency in G Suite/Google Workspace and Microsoft Office Suite, and familiarity with email marketing or design platforms a plus.

Interested candidates should send a cover letter and resume to:  
[advancement@kennedycatholic.org](mailto:advancement@kennedycatholic.org).