



JOB DESCRIPTION FOR ADVANCEMENT COORDINATOR

Overview: As the Advancement Coordinator at Gibault Catholic High School, you will be responsible for supporting the school's fundraising, alumni relations, and overall advancement efforts.

Key Responsibilities:

1. Fundraising and Development:
 - Assist in planning and executing fundraising campaigns, including annual appeals, major gifts, and special events.
 - Coordinate donor recognition and stewardship activities to maintain strong relationships with supporters.
 - Manage donor databases and gift processing systems accurately and efficiently.
2. Alumni Relations:
 - Develop and implement programs to engage and involve alumni in the life of the school.
 - Organize alumni events, reunions, and networking opportunities.
 - Communicate regularly with alumni through newsletters, social media, and other channels.
3. Communications and Marketing:
 - Collaborate with the communications team to create compelling materials that highlight the impact of philanthropic support on the school.
 - Assist in drafting newsletters, website content, and social media posts related to advancement initiatives.
4. Event Planning and Coordination:
 - Plan and coordinate special events such as donor receptions, alumni gatherings, and Oktoberfest
 - Manage event logistics, including venue selection, invitations, catering

If you are interested, please email a cover letter, resume and references to krobber@gibaulthawks.com