

KENNEDY CATHOLIC HIGH SCHOOL

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www.kennedyhs.org



ADVANCEMENT COORDINATOR

FULL-TIME

ABOUT KENNEDY CATHOLIC

Kennedy Catholic High School is a private Catholic high school located in Burien, Washington. It is the mission of Kennedy Catholic to cultivate a diverse community of learners who encounter Christ, pursue excellence, and lead with love.

JOB SUMMARY

The Advancement Coordinator is a key member of Kennedy Catholic's Advancement team by providing administrative support to the Office for Institutional Advancement, overseeing the donor database and donor information program, processing gifts and acknowledgment letters, assisting constituents, and preparing regular reports for school leaders. The selected candidate must be highly organized and have the ability to think critically and offer solutions to problems with a high level of professionalism. This position will report to the Director of Institutional Advancement and is a full-time, hourly position.

QUALIFICATIONS

Education & Experience

- Associate's degree minimum, Bachelor's degree preferred
- Strong competency in CRM software platforms and/or donor database management, Little Green Light preferred
- Experience working in the non-profit sector, preferably advancement and educational, religious institutions

Knowledge, Skills, and Abilities

The ideal candidate will possess the following skills and abilities:

- Excellent organizational skills with a keen eye for detail, impeccable follow-up skills, and the ability to manage multiple competing priorities
- Flexible, responsible, and resourceful, with strong time-management skills
- Excellent written and verbal communication skills
- Ability to communicate effectively with all school constituencies
- Proficiency in donor processing, bank reconciliation, and stock gift processing.
- Ability to work professionally with high level benefactors, alumni, and board members

- Timely email and calendar management, including responding to all meeting invitations and independently resolving scheduling conflicts
- Efficiently support the goals of the school in a variety of unanticipated ways
- Ability to collaborate with colleagues and constituencies from across the school community
- Enthusiasm, flexibility, maturity, and a sense of humor
- Ability to maintain confidentiality and use discretion
- Demonstrated ability as a self-starter with interest in managing multiple projects simultaneously, and the ability to prioritize competing responsibilities to meet deadlines
- Commitment to working in and fostering an inclusive community
- Contribute positively to the overall morale of those within the institution
- Proficiency in data management systems and strong working knowledge of all Microsoft Office programs including Outlook Mail, Word, Excel, and PowerPoint; willingness and ability to learn additional applications as needed
- Passionate about the mission and vision of the school

PHYSICAL DEMANDS

- Required to work in standard office and school conditions and must be able to move throughout the office and school buildings with movement including, but not limited to, sit, stand, bend, stoop, reach, grab, pull, climb and descend stairs daily
- Must be able to sit or stand for extended periods of time at an office desk or within assigned areas at school
- Required to perform repetitive physical tasks such as computer keyboarding, writing and reading
- Must be able to operate equipment necessary for the position such as, but not limited to, a computer, office equipment such as copier, scanner, phone, printer, etc.
- Be able to read a computer screen for extended periods of time
- Must be able to move or carry a variety of items including tables, chairs, boxes and equipment – using proper lifting and carrying techniques – or use equipment (carts, dollies, straps, etc.) to assist in the movement of items
- Must be able to work a varied schedule, including some evenings and weekends
- Must have the ability to travel as necessary

PRIMARY RESPONSIBILITIES

Advancement Office Coordination (20%)

- Direct and assist constituents seeking assistance from the Office for Institutional Advancement
- Oversee incoming and outgoing mail, phone, and in-person activities for the Office for Institutional Advancement
- Support all department meetings and events for the Office for Institutional Advancement, including the KATCH auction gala, Alumni Golf Tournament, and all special events organized by the office
- Other duties as assigned by the Director of Institutional Advancement

Database Management, Gift Processing, and Benefactor Servicing (60%)

- Process gifts received via mail, credit card and online gifts within 24 hours and send donor acknowledgement letters for all new gifts, final pledge gifts, and for all pledge payments including full share pledge set-up
- Point of contact for all stock gift activities and manages all stock and non-cash donation activity
- Oversee third-party matching-gift process and monitor donation websites for gift acceptance
- Support the Office for Institutional Advancement on all legacy and planned giving activities
- Oversee school's donor management system to include donor contact information, donor reporting, and process management
- Communicate directly with donors for accurate recordkeeping regarding all gift activity and contact information
- Partner with the Business Office on credit card donations made through third party processing via monthly reports for each department
- Responsible for monthly and annual reconciliation reports with the Business Office, to include annual school audits
- Establish and maintain a monthly cadence of reporting and follow-up
- Responsible for end of year tax receipt distribution to all constituents

Donor Relations (20%)

- Assist where applicable in stewardship and cultivation activities in partnership with the President/Principal, Chief Financial Officer, Director of Institutional Advancement, and other team members
- Assist with messaging, campaigns, and materials for fundraising activities
- Partner with the Marketing & Communications team on all messaging to constituents, editing, mailings, staff meeting preparations, and additional activities as identified as needed
- Support the Office for Institutional Advancement with business partners to include communication and data management
- Assist in preparation of all potential grant or corporate giving proposals and management

COMPENSATION & BENEFITS

- Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills and prior relevant experience, degrees, and certifications. Salary is dependent upon experience, certification, and education. This position is a year-round, full-time hourly position with a range of \$30-\$35 per hour (\$62,400-\$72,800 a year based upon 2,080 hours)
- A comprehensive package of benefits is offered, including two medical plan options, dental, vision, life, and accidental death and disability, long-term disability, pension, 403(b), HSA, FSA, and generous sick leave, vacation, and holidays
- In-building child/dependent tuition support

- Opportunities to participate/assist with a wide array of co-curricular programs, including athletics, arts, campus ministry, and other clubs and activities for additional modest stipends
- For staff members and teachers in the first five years of their careers, we offer the opportunity to apply for affordable, innovative housing options, based on availability

TO APPLY

- Visit the Office of Catholic Schools website at:
<https://www.applitrack.com/seattlearch/onlineapp/default.aspx?all=1> An application must be completed on this site prior to hire
- Email cover letter and resume to apply@kennedyhs.org
- Applications will be reviewed on a rolling basis until the position is filled. Target start date is **April 15, 2026** subject to shifting earlier depending upon availability of the candidate
- Any offer of employment is conditional upon required background check and completion of required training