



Position Description Advancement Coordinator

Purpose: The Advancement Coordinator directs all activities related to the Student Sponsorship program and leads the effort to market Rehoboth through website development and social media promotion. This position provides support to the Advancement Office through participation in support-raising activities including donor and public relations, direct mail appeals, and special events.

Reports To: Director of Advancement

Signed Letter of Employment: Employed on a 12 month contract, based on an average of 40 hours/week, with wage and benefits as approved by the Executive Director.

Qualifications:

1. A Personal relationship with Jesus Christ ([see RCS Statement of Faith](#)).
2. Committed to the mission, philosophy, and educational approach of Rehoboth Christian School. ([See RCS Education Philosophy](#))
3. Bachelor's degree preferred in Communications, Graphic Design, English, or Education.
4. Superior writing, revising, editing and proofreading skills.
5. Ability to interact effectively in person and through phone and digital communications with both students and sponsors.
6. Experience in layout and design of publications, website development, photography & image editing, and social media platforms. Videography & film editing is a plus.
7. Experience working with or an ability to learn image editing and design applications such as: Photoshop, Illustrator, InDesign, and expert computer skills in PC and Mac environments.
8. Demonstrated ability to work effectively, both independently and in a collaborative team environment, in an atmosphere of multiple projects, shifting priorities, and deadlines.
9. Comfortable in relating to a wide variety of people and personalities.
10. Skilled in organization and time management.

Responsibilities:

1. Participate in the activities and meetings of the Advancement Team and Admin building.
2. Manage daily and weekly time schedules using the timeclock system currently in place, and demonstrate punctuality in relation to meetings, appointments, and project deadlines.



3. Student Sponsorship Program Coordinator: Develop, strategize, and coordinate the implementation of the student sponsorship program including:
 - a. Collaborating and communicating with the admissions team to determine the eligibility of students for the program. Pairing students with Sponsors.
 - b. Creating Student Profiles and Progress reports with the help of parents and teachers.
 - c. Communicating with Student Sponsors to encourage the annual renewal of their sponsorship commitment.
 - d. Recruiting new Sponsors utilizing the help of Advancement Officers.
 - e. Planning, writing, and designing, with the help of the Advancement team, all printed and digital materials for the Student Sponsorship program.
 - f. Serving as the point of contact for all communications related to the Student Sponsorship program.
 - g. Receiving, reviewing, recording and delivery of all student communications to sponsors, and all sponsor communications to students.
 - h. Collaborating with the Director of Operations- Advancement to ensure that Student Sponsor information and correspondence is accurate in the donor database.
4. Digital & Visual Media Production: Participate in the planning, coordinating and design of original communications including printed and visual media publications.
5. Website and Social Media Marketing: Manage the daily operations of the website and social media platforms, including content development, promotions and marketing, and technical support.
6. Photography and Videography: Actively capture school life and events through photo and video. Edit and prepare photos for
7. Oversee and execute the storage, organizing, archiving, and accessibility of all digital media In collaboration with the Network Administrator.
8. Other duties as assigned by the Director of Advancement.

October 2022