



Advancement Coordinator

Position

Community Partnership School seeks an Advancement Coordinator to begin immediately.

Organizational Overview

Founded in 2006 by Germantown Academy and Project H.O.M.E., **Community Partnership School (CPS)** is a Pre-K through 5th grade independent elementary school located in North Central Philadelphia. Community Partnership School works tirelessly toward its ambitious vision: to meet talent with opportunity by providing children from a low-wealth community with the same quality education offered in the region's best private schools, supporting and engaging families in the process, and striving to transform lives and strengthen our community.

Summary and Scope of Position

The Advancement Coordinator is responsible for administrative and digital aspects of the Advancement Department which brings in funding and resources from donors to sustain growth. The Advancement Coordinator will handle a variety of support and communications tasks related to corporate, foundation and individual giving and participate in fundraising and digital strategies of the Department.

Essential Job Functions

- Execute all digital recording of gifts using DonorSnap CRM software including data entry, pledge installments, weekly income reporting and acknowledgments at direction of Associate Director of Advancement
- Data entry, reports and acknowledgments are to be executed in accordance with timelines set by Director of Advancement
- Design and release all e-communication for CPS with input from Advancement team
- Write and post all social media for CPS with input from Advancement team
- Track and release all tax credit renewal paperwork (EITC/OSTC) and communicate with corporate and individual funders who participate in this program
- Manage and track all volunteer activity, including informational breakfast events and logistics
- Plan Young Friends and Team CPS events
- Help prepare materials for board meetings and set up

Qualifications and Requirements

- Bachelor's degree required
- One (1) to three (3) years of direct experience in fundraising, preferably in an Advancement Department
- Detail-oriented with the ability to meet deadlines while managing, organizing and prioritizing multiple, competing tasks
- A demonstrated commitment to diversity, equity and inclusion
- Excellent computer and technological skills, including proficiency with various software and cloud-based systems particularly Microsoft and Google
- Working knowledge of database management systems (e.g. DonorSnap)
- Digital/online fundraising experience such as email fundraising, online giving software management, social media giving campaigns, crowdfunding and person-to-person campaigns; experience creating e-blasts using platforms such as Mailchimp and Constant Contact
- Availability to work occasional nights and weekends
- A valid driver's license and use of personal car

To apply please submit a resume to Anne Wilmerding at a.wilmerding@communitypartnerschool.org.