



Advancement Coordinator

Job Description

Position Title: Advancement Coordinator

Reports To: Executive Director of Advancement

Position Type: Full-Time, 12-months

Salary: Hourly, \$25-28 / hour

Position Summary

The Advancement Coordinator serves as an integral member of the Xavier College Preparatory Advancement team, partnering closely with the Executive Director of Advancement to strengthen philanthropic support, deepen donor relationships, and advance the mission of the school. This position combines donor stewardship, event coordination, advancement operations, and administrative excellence to ensure a high-quality experience for donors, alumni, parents, and community partners.

The Advancement Coordinator plays a vital role in cultivating a culture of philanthropy by coordinating meaningful donor engagement opportunities, supporting fundraising initiatives, managing advancement data systems, and executing the school's signature institutional events.

Rooted in Xavier Prep's Catholic, Jesuit, and Ignatian mission, the Advancement Coordinator demonstrates hospitality, professionalism, discretion, and a commitment to *Cura Personalis*—care for the whole person—in every interaction.

Essential Duties & Responsibilities

Donor Relations & Stewardship

- Support the Executive Director of Advancement in cultivating, stewarding, and maintaining meaningful relationships with donors, alumni, parents, grandparents, and friends of Xavier Prep.
- Coordinate donor communications, acknowledgments, recognition, and stewardship activities.
- Prepare donor profiles, briefing materials, proposals, reports, and correspondence.
- Participate in donor meetings and ensure timely follow-up communications.
- Assist with annual giving, major gifts, planned giving, and capital campaign initiatives.
- Help identify prospective donors and maintain accurate cultivation strategies.

Advancement Operations

- Participate in the maintenance of the Advancement database, ensuring accurate donor records, gift entry, constituent information, and reporting.
- Generate reports, mailing lists, donor analytics, and fundraising metrics.
- Coordinate gift acknowledgments and stewardship processes.
- Manage calendars, scheduling, and meeting preparation for the Executive Director of Advancement.
- Assist in preparing Board reports, committee materials, and presentation documents.



Events & Hospitality

Coordinate the planning and execution of Xavier Prep's signature advancement and school events, including:

- Annual Pasta Dinner (October 4, 2026)
- Xavier Prep Golf Tournament (February 26, 2027)
- Companions Dinner/Hall of Fame (TBD)
- Loyola Society Events (4 per year)
- Campaign and Donor Appreciation Gatherings (TBD)
- Alumni Engagement Events (3-4 per year)
- Additional cultivation and stewardship events throughout the year

Responsibilities include:

- Event planning, logistics, and project coordination
- Budget tracking and expense management
- Vendor management and venue coordination
- Volunteer recruitment and management
- Sponsorship outreach and fulfillment
- Invitation and RSVP management
- Registration and event logistics
- On-site event coordination and run of show
- Post-event evaluations and donor stewardship

Advancement Communications

- Assist in the preparation of advancement newsletters, donor communications, and impact reports.
- Collaborate with the Marketing and Communications team to promote advancement initiatives and fundraising events.
- Help prepare written materials highlighting donor impact and philanthropic opportunities.
- Ensure messaging aligns with Xavier Prep's mission and strategic priorities.

Administrative Support

- Provide comprehensive support to the Executive Director of Advancement.
- Maintain confidential donor and institutional information.
- Support advancement volunteers, committees, and advisory groups including The Parent Guild.
- Perform other duties as assigned in support of the Advancement Office and the mission of Xavier College Prep.



Qualifications

Required

- Bachelor's degree or equivalent professional experience.
- Two or more years of experience in advancement, fundraising, nonprofit administration, independent schools, higher education, event planning, or related fields.
- Excellent organizational and project management skills.
- Strong written and verbal communication abilities.
- High attention to detail and the ability to manage multiple priorities simultaneously.
- Outstanding interpersonal skills with a commitment to exceptional customer service and hospitality.
- Ability to maintain confidentiality and exercise sound judgment.
- Proficiency with Microsoft Office and donor database or CRM software.
- Ability to work occasional evenings and weekends in support of advancement events.

Preferred

- Experience in a Catholic, Jesuit, independent school, or nonprofit environment.
- Experience with donor management platforms such as Bloomerang, Blackbaud, Raiser's Edge, Salesforce, or similar CRM systems.
- Experience supporting fundraising campaigns and donor stewardship initiatives.

Desired Characteristics

The successful candidate will demonstrate:

- A welcoming spirit and exceptional hospitality
- A passion for building meaningful relationships
- Strong organizational and time-management skills
- Initiative and a proactive approach to problem-solving
- Flexibility and adaptability in a dynamic environment
- Excellent attention to detail
- Integrity, professionalism, and discretion
- A collaborative mindset and servant-leadership approach
- A commitment to the Catholic, Jesuit mission and values of Xavier

Physical Requirements

- Ability to lift and transport event materials up to 30 pounds.
- Ability to stand and move throughout event venues for extended periods.
- Ability to work evenings and weekends as required for advancement activities.



About Xavier College Preparatory

Xavier College Preparatory is a Catholic, Jesuit college preparatory high school dedicated to forming leaders who are intellectually competent, open to growth, loving, religious, and committed to doing justice. Guided by the Ignatian tradition, Xavier Prep strives to ensure that every student is seen, heard, valued, and challenged to become a person for and with others.

The Advancement Coordinator has the opportunity to make a meaningful impact by fostering relationships, inspiring generosity, and supporting the philanthropic efforts that sustain and strengthen Xavier Prep's mission for current and future generations.

Interested applicants should submit a resume and letter of interest via email to
[Ms. Chloe Folena.](#)

