

Advancement Services Coordinator

Sacramento Country Day School, the leading independent school in Sacramento and throughout the region, seeks an Advancement Services Coordinator beginning immediately. This is a full-time position with 100% employer-paid medical, dental, and vision premiums (employee only). The annual salary range is \$70,000 - \$80,000 depending on education and experience.

Serving over 580 students in pre-kindergarten through twelfth grade, Country Day's mission "inspires intellectual discovery and engages a diverse community to think critically, live creatively, and act compassionately."

Located in the capital of California, and roughly equidistant between San Francisco and Lake Tahoe, Sacramento is often cited as one of the country's most diverse and inclusive cities. Country Day proudly reflects our city; nearly 50% of our student body identify as people of color.

Country Day embraces the ideals of a liberal arts education. We encourage our students to develop the full range of their capabilities – intellectual, physical, creative, social, and moral, and we cultivate in them the habits and skills that will enable them to lead fulfilling lives. Our teachers are active in the school community, serving as advisors, trip chaperones, and coaches. The ideal candidate will add strength to a wide range of programs and embrace a diverse and powerful learning community.

Position Summary:

The Advancement Services Coordinator plays a vital role in advancement efforts at Sacramento Country Day. They are responsible for maintaining the school's Raiser's Edge database, ensuring accurate and up-to-date records of all constituents. Additionally, the Advancement Services Coordinator assists in the organization and execution of fundraising and alumni campaigns, events, and initiatives.

In the realm of events, the coordinator will take the lead in planning, organizing, and executing fundraising events including galas, donor receptions, capital campaign events, and Grands Day, ensuring that these events align with the school's mission and goals, while also fostering a sense of community and engagement among donors, alumni, parents.

Responsibilities:

The Advancement Services Coordinator provides essential operational and administrative support to the Advancement Office, helping ensure successful fundraising and engagement efforts. Responsibilities include maintaining accurate and confidential donor and alumni fundraising records in Raiser's Edge, processing gifts, acknowledgments, and pledge reminders, managing Scrip records, and supporting the database. The position assists with donor stewardship, including preparing recognition materials. The position also coordinates and supports Advancement events, including the annual Auction, Grands' Day, donor and cultivation events, and capital campaign activities, working closely with the Chief Advancement Officer, the Associate Director of Advancement, parents, volunteers, and school colleagues. This includes managing event logistics such as venues, catering, invitations, RSVPs, and communications. The Coordinator supports volunteers involved in fundraising and events and communicates effectively with internal and external stakeholders regarding fundraising. As a member of the broader school community, the Coordinator is expected to collaborate across departments, participate in school activities and events, represent Country Day professionally in the community and through relevant professional

associations, and contribute to a culture of inclusion, teamwork, and shared purpose. The Coordinator also provides general support to the Advancement Office and takes on additional responsibilities as requested by the Chief Advancement Officer.

Qualifications

- A bachelor's degree is required.
- 3+ years of experience in advancement, preferably at a non-profit institution with an education component.
- Experience working with and connecting to a large and diverse community of people.
- Demonstrated strength in interpersonal skills and collaboration.
- Excellent written and verbal communication skills.
- Ability to motivate and manage people while also acting as a professional
- Comfort with the skills to effectively use a variety of programs and software, including database programs.

School requirements include: Background check, First Aid/CPR training (school sponsored), negative TB result.

As a result of California SB 848, this employer is required to inquire with all previous educational employers (including private and public schools) to determine whether there are any credible complaints, substantiated investigations, or discipline for egregious misconduct as defined by law. This employer will review records related to such investigations and that failure to provide a complete and accurate list of previous employers will result in disqualification from employment or immediate termination if hired. All employees are required to complete all mandated reporter training (annually) required under California law and comply with all ongoing training and reporting obligations as a condition of employment.

Equal opportunity employer: Sacramento Country Day School is an equal employment opportunity employer and makes employment decisions based on merit, qualifications and competence. The sex (including gender, gender identity, gender expression, transgender, pregnancy and breastfeeding), color, race (including traits associated with race including but not limited to hair texture and protective hairstyles), ancestry, religious creed (including religious dress and grooming), national origin, sexual orientation (including heterosexuality, homosexuality and bisexuality), age (40 and over), physical or mental disability, medical condition, genetic characteristics and information, marital status, reproductive health decision-making, military or veteran status, or any other characteristic protected laws including recruitment, hiring, selection, assignments, compensation, benefits, transfer, promotion, training, discipline and all other terms, conditions, and privileges of employment.

Sacramento Country Day School is an inclusive community and welcomes applicants from all backgrounds. To apply, please send a single .pdf file that includes a letter of interest, resume, [application](#), [authorization form](#), and list of three (3) references to Rachelle Doyle, at resume@saccds.org.