

## ROANOKE CATHOLIC SCHOOL

### *Job Description*

## **Admissions/Advancement Coordinator**

### **Summary:**

The Admissions/Advancement Coordinator assists the Dean of Enrollment and Financial Aid by coordinating admissions of the Lower and Middle School from inquiries to full enrollment and ongoing engagement. This Coordinator will also assist the Dean of Advancement by managing correspondence and overseeing the database as well as helping to organize events.

The Admissions/Advancement Coordinator is part of the school's Administrative Team, whose members share in the management of the school. Active, regular communication between The Admissions/Advancement Coordinator, the Deans of Enrollment and Advancement and the Principals is essential. The Admissions/Advancement Coordinator is hired and appraised by the Principal and works under the supervision of the Deans of Enrollment and Advancement.

### **Responsibilities and Tasks:**

#### **Admissions**

- Manage all aspects of LS/MS Admissions process:
  - Foster relationships from inquiry to enrollment
  - Campus Visits
  - Shadow Students
  - Applicant File Review
- Admissions Event Planning
- Outreach for RCS
- Organize/facilitate LS activities for connection between current/new families
  - i.e. playground play dates,
  - ice cream social, etc
- Collaborate with LS/MS teachers to foster a relationship with Admissions Office
- Participate in the Financial Aid review committee
- Collaborate with the Dean of Enrollment for tracking goals and trends within LS/MS Enrollment
- Other admissions duties as needed and/or as assigned by the Administration.

#### **Advancement**

- Manage correspondence for the Advancement Office
  - Process all gifts and gift acknowledgements to the school.
  - Create written correspondence as needed.
  - Generate campaign reports, development queries, and manage pledge reminders.
- Oversee the FACTS Giving donor database and Advancement filing system.
  - Process and research all data entry changes and updates such as name changes,
  - address changes, marital status changes, etc.
  - Create reports and queries for yearly honor roll of donors update.
  - Enter donor gifts and file receipts.
  - Maintain constituent files, pledge forms, letters of intent, and other donor documents.
- Assist with the planning of donor, alumni, campaign, and cultivation events.

**Physical Demands/Environment:**

This position requires prolonged sitting and computer use.

**Performance Appraisal:**

The Admissions/Advancement Coordinator is hired by and responsible to the Principal and Head of School and works under the supervision of the Deans of Enrollment and Advancement.

**Working Conditions:**

The Admissions/Advancement Coordinator will work up to 40 hours per week. Travel time is rarely required for diocesan meetings and other assigned responsibilities. An office and access to necessary computer and office equipment is provided.

**Professional Qualifications:**

The following skills are required:

- Proficiency in Excel and Word.
- Proficiency in FACTS Giving database.
- Strong organizational and communication skills.
- Interpersonal skills for dealing with employees, parents and coworkers.

**Benefits:**

This position is full time and is eligible for all benefits as outlined in Called to Work in Harmony to include paid leave, medical and dental insurance, life insurance and retirement benefits.

**Date of this Position Description Revision: 05/01/2023**

**This position is currently not exempt from the overtime regulations according to the Fair Labor Standards Act.**