



## **Advancement Coordinator & Marketing Communications Specialist for the 2026-2027 Academic Year**

Northwood School is seeking a highly organized, detail-oriented Advancement Coordinator & Marketing Communications Specialist. This 12-month position supports the Advancement Office through database management, donor relations, marketing, event support, and administrative coordination.

### **PRIMARY RESPONSIBILITIES**

#### **Database Management & Donor Relations:**

- Maintain the school's Blackbaud Raiser's Edge NXT database with accurate constituent information.
- Process charitable gifts; generate timely acknowledgment letters and tax receipts.
- Track campaigns, funds, appeals, and event attendance.
- Conduct prospect research and segmentation.
- Handle confidential information with discretion.

#### **Financial Tracking & Reporting:**

- Prepare weekly comparison reports on financials, participation, and donor-retention for the annual and Capital funds.
- Assist with reconciliation between Advancement and Business Office.
- Provide monthly, year-end, and audit-related reports.

#### **Marketing & Communications:**

- Create content for newsletters, donor communications, and event promotions.
- Support social media strategy for advancement and alumni engagement.
- Assist with website updates and digital storytelling.
- Ensure brand consistency across advancement materials.

#### **Office Administration & Coordination:**

- Provide administrative support including scheduling, mailings, and recordkeeping.
- Prepare reports, correspondence, and presentations.
- Maintain project timelines and internal calendars.
- Support internal Advancement Committee meetings by taking minutes.

### **QUALIFICATIONS & SKILLS**

- Experience in independent schools or nonprofit advancement preferred.
- Proficiency with Blackbaud Raiser's Edge NXT required.
- Strong proficiency with Microsoft Word, Excel, Outlook.
- Excellent written, verbal, and interpersonal skills.
- Strong organizational skills; ability to multitask.
- Ability to maintain confidentiality and exercise sound judgment.
- Comfort interacting with diverse populations.
- Familiarity with social media platforms.
- Bachelor's degree preferred.
- Ability to work occasional evenings and weekends.

### **PERSONAL QUALITIES**

- Commitment to Northwood School's mission and values.

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- Appreciation for working with students.
- Cultural competence and inclusive mindset.
- Professionalism, integrity, and positive attitude.

**TO APPLY**

Submit a cover letter, resume, and three references to: [headmastersoffice@northwoodschoo.com](mailto:headmastersoffice@northwoodschoo.com)

No phone calls, please. An on-site or virtual interview is required. Criminal background checks and fingerprinting are performed on all new hires. Review of applications will begin immediately, and applications will be accepted until the position is filled. Northwood School is an equal opportunity employer, and will not discriminate, or tolerate discrimination against any employee or applicant in any manner prohibited by law.