

## WATERSIDE SCHOOL



770 Pacific Street, Stamford, CT 06902

### Advancement Coordinator & Assistant to the Executive Director Position Description

**Position Title:** Advancement Coordinator & Assistant to the Executive Director

**Created/Updated:** April 6, 2022

**Start Date:** July 1, 2022, or sooner

**Reports to:** Executive Director

**Position Status:** Full time

#### About The School

Waterside School, founded in 2001, is a co-educational Junior Kindergarten through Grade 5 independent school that attracts and inspires students of academic promise and families deeply invested in their children's success, regardless of limitations in income or circumstance. Fully accredited by the Connecticut Association of Independent Schools, the School works to instill in its students a belief in their own worth, to cultivate in each a commitment to academic excellence, and to ensure the fullest development of every child's character. Through a rigorous program of study and experience, the School empowers its students with the knowledge, skills and virtues required to enable them to excel as students, to gain access to superior academic opportunities, and to go forward to become the leaders of tomorrow.

#### Position Summary

Waterside is seeking an Advancement Coordinator & Assistant to the Executive Director to support and maintain advancement initiatives, school operations, and database management. Working closely with the Director of Advancement and the Executive Director, the Coordinator will assist advancement efforts and program operations. The successful candidate will be responsible for building positive relationships with the Waterside School staff and community and will also complete a variety of administrative tasks. This is an excellent opportunity for an individual with strong interpersonal skills, organizational skills, and attention to detail. The successful applicant must have a passion for Waterside's mission and its efforts providing an outstanding education to its deserving students.

#### Requirements

- Strong technology skills including use of Google Suite software, Excel, and database management
- Excellent collaboration, organizational, and problem-solving skills

- Strong writing and communication skills
- History of effective collaboration and teamwork
- An optimistic and flexible approach to work
- Ability to maintain a high degree of professionalism and confidentiality
- A deep commitment to the Waterside School mission
- Commitment to diversity, equity, and inclusion
- At least 3 years of professional experience

### Responsibilities

- Assist with advancement/fundraising initiatives including the Run for Waterside, Annual Fund appeal, Giving Days, and donor cultivation events
- Complete data entry, database management, and preparation of regular reports
- Assist with the regular communication to the Waterside community members via newsletters and social media
- Support various school events including concerts and performances, the International Festival, and graduation
- Assist the Executive Director with various tasks
- Additional responsibilities and duties as assigned by the Director of Advancement and the Executive Director

### To Apply

Please send a cover letter and resume to:

David Olson

Executive Director

[dolson@watersideschool.org](mailto:dolson@watersideschool.org)