

Stewardship & Relations Coordinator Job Description

Le Jardin Academy, located in Kailua, HI is an International Baccalaureate World School offering students a world-class education from pre-kindergarten to grade 12. Founded in 1961, Le Jardin Academy now serves over 840 students across two campuses. Its graduates attend the best universities across the world and are equipped to serve in whatever community they reside.

Primary Responsibility:

Work closely with colleagues on the Advancement team in communications and development to manage a stewardship program that:

- ensures that donors are properly acknowledged and celebrated for their generosity
- identifies and stewards relationships with alumni, alumni affiliates, grandparents, past faculty, past trustees, and friends of the school.

The school has a deep interest in keeping all constituents including donors, prospective donors and volunteers informed about their investments and excited about the school's progress in reaching its strategic goals. The position requires interaction with all of the school's constituents, including alumni, parents, faculty, grandparents and students, as well as other visitors, guests, and vendors of the school.

This position reports directly to the Director of Advancement.

Essential Duties

- Oversee and manage all aspects of the Relationship & Stewardship Program.
- Identify alumni and alumni affiliates
- Write/produce an alumni newsletter or otherwise maintaining alumni relations
- Assist with the Annual Report on Giving
- Write and coordinate Head of School gift acknowledgments for leadership gifts to the Annual Fund & future campaigns.
- Notify surviving family members of all memorial gifts; notify honoree of tribute gifts. Coordinate condolence and congratulations letters from the Head of School.
- Coordinate the school's annual scholarship letter program.
- Create annual stewardship program for faculty support funds, facilities, and special fund donors.
- Assist in donor recognition events, dedications, and special projects.
- Manage inventory of named spaces on campus to ensure consistency. Oversee design, production, and installation of commemorative plaques on campus. Monitor a campus wide adherence to specific plaque aesthetics and wording.
- Work closely with the Communications Office to enhance, create, update, and, when necessary, write content for the alumni and external relations portion of the school's website and alumni magazine
- Facilitate contact, including school visits, between donors and beneficiaries of their support, including scholarship recipients and faculty receiving professional development and prize funds.

- Proactively inform Advancement department of any professional or personal developments related to prospects/donors or their respective student/faculty/facility beneficiaries on campus.

Other Duties

- Perform other duties, as assigned.

Minimum Qualifications:

3 - 5 years of related professional experience, preferably, but not limited to, work in development at an independent school or in higher education;

- Bachelor's degree;
- Strong written and verbal communication skills, as well as excellent telephone and customer service skills;
- Demonstrated ability to pay close attention to detail, to efficiently manage several work assignments and tasks simultaneously, and to prioritize work in a fast-paced environment.
- Proficiency with Google, as well as experience working with a variety of database systems. Experience with Blackbaud's Raiser's Edge preferred;
- Positive attitude, relationship-building skills, a high-level of self-motivation, and a strong, responsible work ethic;
- Demonstrated ability to work independently and as part of a team, to think ahead and be a problem-solver;
- Willingness to travel and work occasional evenings as necessary.

Physical requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- Frequently required to stand, walk, use hands to manipulate, handle, grip and feel objects, utensils, tools or controls
- Frequently required to reach with hands and arms
- Occasionally required to lift, push, pull and/or carry items and objects up to 50 pounds, with a minimum of 25 pounds lifted and carried
- Occasionally required to lift, push, pull and/or carry items and objects up to 60 pounds
- Specific vision ability required by this job is 20/20 vision (corrected or uncorrected)
- Specific hearing ability required by this job is the ability to pass a hearing test (corrected or uncorrected)

Details

Department: Advancement

Status: Full-time

FLSA Status: Exempt

Work year: Twelve month

Work hours: Must be able to work flexible hours, with standard hours being 7:30 am - 4:30 pm, including some Saturdays, holidays and evenings