

## **COORDINATOR FOR ADVANCEMENT SERVICES & SUPPORT**

### POSITION DESCRIPTION

**General Description:** The Coordinator for Advancement Services & Support ensures timely, accurate, and donor-centered acknowledgments that demonstrate the impact and purpose of philanthropic support while maintaining compliance and accountability. The position coordinates and documents donor recognition and stewardship activity in Raiser's Edge/NXT, prepares and distributes impact-focused communications, and monitors donor engagement to support retention and alignment with donor intent, particularly for restricted and donor-established funds. Working collaboratively with Institutional Advancement staff, the role supports stewardship initiatives and events, maintains accurate records, and provides administrative support to the Institutional Advancement team. The Coordinator reports to the Senior Director for Advancement Strategy.

#### **Essential Functions:**

1. Ensure timely, accurate, and donor-centered acknowledgments and receipts, reinforcing donor trust and compliance with ethical and regulatory standards.
2. Support the implementation of comprehensive stewardship practices that demonstrate the impact and purpose of philanthropic gifts.
3. Coordinate and track donor recognition and stewardship touchpoints in Raiser's Edge/NXT, ensuring all actions are documented and auditable.
4. Assist in the preparation and distribution of stewardship communications, including impact reports, fund updates, and donor recognition materials.
5. Monitor donor giving and engagement activity to identify stewardship needs, flag overdue actions, and support donor retention efforts.
6. Support stewardship plans for donor-established and restricted funds, ensuring alignment with donor intent and regular communication with fund administrators.
7. Collaborate with Institutional Advancement staff to support stewardship-related events, reports, and initiatives that deepen donor engagement.
8. Maintain accurate stewardship and engagement records to support reporting, relationship management, and institutional accountability.
9. Participate in continuous improvement of stewardship systems, processes, and documentation in support of ethical fundraising standards.
10. Provide administrative support to colleagues in the Office of Institutional Advancement.
11. Adhere to seminary standards of professionalism, confidentiality, and integrity.
12. Other duties as requested.

#### **Minimum Qualifications:**

- Associate degree required, bachelor's degree preferred
- Minimum of three (3) years of progressive experience with database management specific to the work of development or advancement

**Knowledge, Skills, and Abilities:**

- Experience supporting donor acknowledgments, recognition, and stewardship communications, preferably within a nonprofit or higher education setting
- Strong attention to detail and data accuracy, recognizing their direct impact on donor trust and stewardship effectiveness. Commitment to donor-centered service, with the ability to collaborate effectively across teams to ensure a consistent and positive donor experience
- Commitment to donor-centered service, with the ability to collaborate effectively across teams to ensure a consistent and positive donor experience
- Ability to work effectively in a fast-paced environment, adapt to changing priorities, and function collaboratively within a team; experience in a faith-based context is beneficial

**Classification:**

- Fulltime
- Exempt
- Not eligible for telework – on campus only

**APPLICATION PROCESS:** To apply, please submit your cover letter, resume, and three professional references with contact information to [searchteamadvance@ctsnet.edu](mailto:searchteamadvance@ctsnet.edu). Applications accepted through July 17, 2026.

**PHYSICAL DEMANDS:** Although physical limitations for this position can be accommodated, the job's physical demands can include but are not limited to sitting, standing, stooping, crouching, bending, walking, and lifting light objects. Work is performed in an office environment.

**DISCLAIMER:** The preceding job description has been designed to indicate the general nature and level of work employees perform within this classification. It is not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees for this job.

Columbia Theological Seminary is an educational institution of the Presbyterian Church (USA), and a community of theological inquiry and formation committed to equity, diversity, and inclusion in the service of the Church of Jesus Christ. Established in the Reformed tradition, we embody an ecumenical spirit and welcome people of all denominational backgrounds.

*Consistent with the Seminary's [Core Values](#) and as a seminary affiliated with the Presbyterian Church (USA), Columbia Theological Seminary ("Seminary" or "CTS") affirms its commitment to promoting the goals of fairness and equity in all aspects of its theological and educational enterprise. Through federal, state, and local law and Seminary policy, the Seminary prohibits harassment of or discrimination against any person based upon sex, pregnancy, sexual orientation, gender identity, race, religion, nationality, socio-economic status, personal appearance, color, political affiliation, religion, creed, ethnicity, national origin, citizenship status, physical or mental ability, age, marital status, family responsibilities, veteran or military status, predisposing genetic characteristics, domestic violence victim status or any other protected category.*