

## Fundraising and Community Relations Coordinator Position

The Fundraising and Community Relations Coordinator will oversee school fundraising and friend-raising events and campaigns under the direction of the Director of School Advancement. The right candidate will enjoy interacting with Trinity families and the public.

Duties include but not limited to:

- Create and maintain an annual fundraising calendar to meet goals established by the school administration
- Plan, coordinate, and execute fundraising and community events and campaigns
- Enlist, inspire, motivate, and retain volunteers and staff helpers
- Serve as a staff liaison to parent or community groups
- Maintain fundraising reports and donor database
- Attend staff meetings and monthly Advancement Committee meetings
- Provide support in other areas of School Advancement

The ideal candidate should possess the following qualities:

- Align with the values as stated in the [Statement of Faith](#), the [Statement of Beliefs](#), and the [Biblical Lifestyle Statement](#) of Trinity Christian School
- An understanding of and a passion for the mission of Trinity Christian School
- Warm, friendly and team-oriented
- Professional in manner and communications
- Creative, flexible, innovative and resilient
- Organized and able to work independently
- Effectively maintain communication and engagement of school families and supporters.
- Ability to maintain confidentiality
- High level of integrity and willingness to be accountable

Position will require occasional evening and weekend work.