The Harley School

Development Coordinator

The Harley School, a forward-thinking independent school serving approximately 450 students in Nursery through Grade 12, seeks a Development Coordinator to provide essential fundraising, database, administrative, and project support to the School's Development Office.

Reporting to the Director of Development, the Development Coordinator is an integral member of the Development team. This is a varied, hands-on position for someone who enjoys balancing detailed administrative responsibilities with donor stewardship, annual giving, events, communications, and collaborative projects.

The Development Coordinator is responsible for the daily management and accuracy of the School's donor database, including gift entry, donor acknowledgments, constituent records, reporting, and coordination with the Business Office. The position also supports fundraising appeals, prospect research, donor and alumni engagement, special events, and the day-to-day work of the Development team.

The ideal candidate is highly organized, attentive to detail, collaborative, and eager to contribute wherever needed. Applicants who enhance the diversity of the School's faculty and administration are strongly encouraged to apply.

Key Responsibilities

Database and Gift Administration

- Manage the accuracy and integrity of the Blackbaud Raiser's Edge database.
- Enter gifts, pledges, payments, biographical updates, contact reports, and other constituent information promptly and accurately.
- Produce gift receipts, acknowledgment letters, pledge reminders, tribute notifications, and related correspondence.
- Maintain consistent procedures for gift processing, recordkeeping, reporting, and quality control.
- Support Harley Fund appeals through donor segmentation, list preparation, mailings, email campaigns, and response tracking.
- Partner with the Business Office on gift reconciliation, tracking fundraising results and monthly reporting.
- Prepare mailing lists, queries, exports, donor reports, and other requested information.
- Conduct prospect research and prepare profiles and briefing materials for donor meetings.
- Protect the confidentiality of all donor and constituent information.

Events and Community Engagement

- Support the planning and execution of the School's fundraising gala, Reunion, Grandparents' and Special Friends Day, donor gatherings, and other Development and alumni events.
- Coordinate invitations, registration, guest lists, event materials, volunteers, set-up, check-in, and follow-up.
- Collaborate with the Development team on fundraising and stewardship materials and help maintain the annual Development calendar.
- Support volunteer committees and collaborate with colleagues to create welcoming and meaningful community experiences.
- Attend evening and weekend events as required.

Development Office Administrative Support

- Provide administrative and project support to the Director of Development.
- Help maintain Development Office calendars, schedules, project timelines, and follow-up.
- Support donor correspondence, recognition, impact updates, thank-you calls, and other stewardship activities.
- Communicate with donors, volunteers, and community members with warmth, professionalism, and discretion.
- Collaborate with the Business Office, Marketing and Communications, Enrollment, Athletics, Horizons at Harley, academic departments, and other School programs.
- Participate in Development, Advancement, and all-School meetings and activities.
- Assist with other Development Office priorities as assigned.

Qualifications

- Bachelor's degree preferred, or an equivalent combination of education and relevant experience.
- One to three years of experience in nonprofit development, database administration, event coordination, or a related field preferred.
- Experience with Blackbaud Raiser's Edge or another constituent relationship management system strongly preferred.
- Excellent organizational, project management, and communication skills, with exceptional attention to detail.
- Ability to manage multiple priorities, meet deadlines, work independently, take initiative, and anticipate needs.

- Sound judgment, professionalism, and discretion when handling confidential information.
- Proficiency with Microsoft Office and Google Workspace, with the ability to learn new database and fundraising platforms.
- A collaborative and service-oriented approach, enthusiasm for Harley's mission, and a commitment to diversity, equity, inclusion, and belonging.
- Ability to occasionally lift up to 25 pounds
- Attend required evening and weekend events.

Salary Range: $21 - $24/hour

Why Work at Harley?

Founded in 1917, The Harley School is known for its progressive approach to education, deep sense of community, and commitment to developing learners who lead lives of purpose. Our rigorous academic programs and exceptional arts curricula are coupled with unique offerings in the Commons, representing our commitment to education for a sustainable future. Harley is recognized as an educational thought leader. At Harley, you'll join a team of passionate educators and administrators who are deeply committed to student-centered learning and innovation, with opportunities for ongoing professional development and growth.

To Apply

In the interest of promoting a diverse and inclusive workforce, The Harley School welcomes candidates from all backgrounds and identities. Our School's mission statement begins, "We are a diverse, inclusive community of learners." Along with a cover letter, resume, and list of references, we ask that you provide a personal statement on how you see yourself promoting diversity and inclusivity if you join the Harley community.

Please submit a cover letter, resume, diversity statement, and three references to jobs@harleyschool.org.