Advancement Coordinator

Position Type: Part-Time (onsite)
Reports To: Advancement Director

Position Summary

The Advancement Coordinator will coordinate engagement events that support fundraising, admissions, and student/family retention. This position helps strengthen Plymouth Christian Academy's relationships with prospective families, current families, alumni, grandparents, parent organizations, and the surrounding community.

Working closely with the Advancement Director, the coordinator helps create welcoming experiences, build meaningful connections, increase PCA's visibility in the community, and support the school's mission through event fundraising.

The ideal candidate is a highly organized, relational, and proactive individual who enjoys bringing people together, managing event details, and representing PCA with warmth and professionalism.

Key Responsibilities

1. Fundraising Event Coordination and Promotion

The Advancement Director will continue to set the vision, fundraising goals, and sponsorship opportunities, and will also assist with overall planning and designing the case for support. The new Advancement Coordinator will be responsible for coordinating and executing the actual events.

Harvest Hustle Elementary Fun Run

- Assist with planning, organizing, and executing PCA's annual Harvest Hustle elementary fun run fundraiser.

- Coordinate assigned event details, communications, volunteers, and other logistics to support a successful event.

Gala & Silent Auction

- Assist with planning and executing PCA's annual gala and silent auction, from initial preparations through post-event follow-up.
- Organize and maintain communication with volunteers.
- Solicit, gather, organize and promote auction items.
- Communicate with the venue and coordinate vendors and participating groups, including sound providers, musicians, florists, and other event partners.
- With guidance, set up and manage the silent auction software.
- Assist with event execution, invoicing, billing, donor and sponsor communications, and post-event follow-up.

2. Alumni & Grandparent Engagement to Support Fundraising

- Assist with planning and coordinating the annual Alumni Homecoming Dinner.
- Help welcome and host grandparents on campus for special events, including Grandparents Day.
- Support activities that strengthen alumni and grandparent connections to PCA and encourage continued involvement in the school community.

3. Admissions Events & New Family Engagement

- Assist with planning and coordinating admissions events, including Open Houses, the Parade of Preschools, and other prospective-family activities.
- Coordinate the Parent Ambassador Program to help new families feel welcomed, connected, and supported as they join the PCA community.
- Assist with planning and coordinating summer connection events for new families.



- Welcome and host new families at the New Family Ice Cream Social.
- Assist in the creation of written materials that support new families.
- Help coordinate and support Orientation Day activities to create a positive experience for PCA families.

4. Parent Organization & Group Support

- Build relationships with and provide support to PCA parent organizations and ministry groups, including the PTF, Moms in Prayer, ABB, and FABB.
- Assist with coordinating group activities and special initiatives as needed, including the Storyglory Book Fair.

Qualifications & Skills

- A personal commitment to the mission and Christ-centered values of Plymouth Christian Academy.
- Excellent interpersonal, written, and verbal communication skills.
- Strong organizational skills and attention to detail, with the ability to manage multiple projects, timelines, and event logistics.
- A welcoming, service-oriented approach to building relationships with families, alumni, grandparents, volunteers, and community partners.
- Ability to take initiative, solve problems, work independently, and collaborate effectively with colleagues and volunteers.
- Professionalism and sound judgment when representing PCA in the community.
- Proficiency with common office and digital tools; willingness to learn school systems and event management platforms.
- Previous experience in event planning, community outreach, volunteer coordination, fundraising events, or relationship management preferred.

Personal Qualifications: Faith and Mission Alignment

The Marketing Coordinator must personally attest, believe, support and uphold the mission, vision, values, and Statement of Faith of Plymouth Christian Academy. The individual is expected to conduct all duties in a manner that reflects Christian principles, professionalism, integrity, and faithful stewardship of school resources. The Marketing Coordinator must have a demonstrated personal faith in Jesus Christ and a desire to contribute to a distinctly Christian school community.

Position Expectations

This is a part-time position (averaging 20 hours per week) reporting to the Advancement Director. Responsibilities and priorities will be coordinated with the director to support PCA's community engagement, family connection, and fundraising goals.

The position requires flexibility to work occasional evenings for school activities and fundraising events. Workload will vary throughout the year based on the school calendar and the timing of major events.

Other related duties may be assigned as needed to support the mission and priorities of Plymouth Christian Academy.