



# The Village School of Naples

## ADVANCEMENT COORDINATOR

Naples, FL



**START DATE: July 1, 2024 or sooner**

### ABOUT US:

**The Village School of Naples** is more than an institution; it is a vibrant community committed to shaping the future leaders of tomorrow. Our educational approach is rooted in hands-on experiences, fostering an atmosphere where creativity and curiosity thrive. We believe in a holistic approach to education, emphasizing not only academic excellence but also the development of character, empathy, and a lifelong love of learning. We are fully accredited by the Florida Council of Independent Schools (FCIS) and affiliated with the National Association of Independent Schools (NAIS). We are also members of the National Honor Society and most recently, we were recognized by the College Board's Advanced Placement (AP) program as a Platinum school. Platinum is the highest of four levels of distinction awarded to high schools nationwide.

### JOIN OUR TEAM AT THE VILLAGE SCHOOL OF NAPLES

The Village School of Naples is a private, co-educational, independent school offering pre-Kindergarten through twelfth grade students an innovative and impactful educational experience in an inclusive Christian environment. Our school faculty and staff are on a dynamic journey of growth, and we are excited to invite dedicated and passionate professionals to join our team for the 2024-2025 school year. At The Village School, we take pride in fostering an educational environment that values inquiry-based, student-centered learning. Our commitment is to empower and inspire students to become critical thinkers and innovative problem solvers in the face of challenges in our ever-changing world.

### ABOUT THE POSITION:

The Office of Advancement at The Village School of Naples is seeking an Advancement Coordinator. The position is a mix of administrative, office support, and relationship-building and requires collaboration with multiple departments and community stakeholders. The Advancement Coordinator reports directly to the Director of Advancement. This is a 12-month position.

### DUTIES AND RESPONSIBILITIES:

- Support The Village School's Parent Association, the school's parent leaders and ambassadors.
- Fosters strong relationships with parents and other key volunteers.
- Coordinates non-fundraising community projects and events.
- Assists with logistics, set-up and break-down of all development-related events.
- Keeps database updated as it related to volunteer profiles.
- Coordinates mailings related to parents/volunteers.
- Manages follow up and acknowledgement to volunteers.
- Supports the school, its Mission, and its Development efforts.
- Represents the school in the larger community in a positive manner that reflects the values of the school.
- Interfaces and maintains effective relationships with donors, prospects, students, faculty, administrator, parents/guardians, and guests.



## REQUIREMENTS:

- Associate's degree required. Bachelor's degree preferred.
- Three to five years administrative and/or development experience preferred.
- Previous work in independent schools a plus.
- Proficiency with Google Suite of products, ability to complete mail merges, create name tags, coordinate mailings, etc.
- Experience with Donor Perfect preferred.
- CANVA / graphic design knowledge a plus.
- Strong organizational, multitasking, and attention to details.
- Strong collaborative spirit; ability to work cross-departmentally.
- The heart to provide exceptional customer service to all members of the community.
- Ability to be mobile around a multi-acre campus, and lift up to 25 pounds for event set-up/break-down.
- Weekend / evening / early morning availability, as needed for special programs / events.

## WHY JOIN THE VILLAGE SCHOOL?

- **Innovative Teaching Philosophy:** We embrace an energetic and hands-on approach to education, providing our teachers and specialists with the freedom to inspire and be inspired by their students.
- **Collaborative Environment:** Collaboration is at the heart of our educational philosophy. We believe that together, we can achieve more, and our faculty actively engages in ongoing discussions about interdisciplinary S.T.R.E.A.M. (Science, Technology, Religion, Engineering, Arts, Math) and project-based learning.
- **Student-Centered Learning:** Our commitment to the whole student goes beyond academics. We strive to create an environment where every student feels seen, heard, and valued. Beyond academics, our students are known, nurtured, and loved.
- **Experiential Learning Opportunities:** As a teacher or learning specialist at The Village School, you will have the opportunity to contribute to student research and experiential learning, creating a classroom experience that extends beyond traditional boundaries.
- **Mission-Driven Community:** Our mission is clear – to provide an environment that empowers and inspires students to think critically and create innovative solutions. By joining The Village School, you become a vital part of a community dedicated to shaping the leaders of tomorrow.

## HOW TO APPLY:

The Village School has partnered with Dovetailed on this search. Interested candidates should email a cover letter (addressed to Human Resources Director Tonya DuBois), a resume, and a list of at least three professional references consolidated as a single PDF document to Laura Sanchez, Recruiter, at [laura@dovetailedsourcing.com](mailto:laura@dovetailedsourcing.com).

If you are passionate about education, embrace innovation, and are ready to be part of a community that values gratitude, growth and collaboration, we invite you to explore opportunities at The Village School of Naples. Join us in our mission to prepare students for success in a rapidly changing world.

## Equal Employment Opportunity:

*We are committed to providing equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to age, race, color, sex, national origin, citizenship status, marital status, pregnancy, religion, disability/handicap, genetic information, sexual orientation, gender identity or expression, or any other protected status in accordance with the requirements of all applicable federal, state, and local laws.*

