



Job Title: Advancement Operations Coordinator

Reports to: Director of Advancement Operations

Classification: Part-Time, In-Person, Non-Exempt (20 hours per week)

Salary Range: \$30 to \$45 per hour

Position Summary

The Advancement Operations Coordinator provides essential administrative, analytical, and donor services support for Marin Academy's Advancement team. This role blends internal operations, such as gift processing, database and records management, prospect research, and reporting, with external engagement, including donor stewardship and serving as a liaison among the Advancement team, institutional leadership, and key partners.

The ideal candidate is detail-oriented, data-savvy, collaborative, and excited to support a dynamic fundraising program. This role plays a critical part in ensuring efficient and accurate operations that enable the Advancement team to foster strong philanthropic engagement.

Core Responsibilities

- Process incoming gifts and grants: accurately record contributions in Raiser's Edge, ensure timely generation and dissemination of acknowledgment letters, and communicate with donors or external partners as needed.
- Reconcile monthly gift records with the Business Office.
- Generate regular and ad hoc reports, including gift summaries, pledge tracking, donor lists, and other development-related analytics.
- Prepare confidential board and committee reports for Advancement leadership.
- Maintain and ensure integrity of donor and constituent data across platforms.
- Assist in annual prospect research and prepare donor/prospect profiles to inform Advancement strategy.
- Coordinate donor recognition content for MA's Nexus magazine and assist with the annual fundraising report.
- Create lists for mailings, event invitations, and fundraising campaigns.
- Document and help refine internal advancement operations processes to support efficiency.
- Support the Advancement and Strategic Engagement teams with additional projects and responsibilities as assigned.

Qualifications

- Commitment to Marin Academy's mission and values.
- Bachelor's degree or equivalent professional experience.
- At least 1–2 years of relevant experience in development operations, fundraising services, or administrative/analytical roles.
- Strong attention to detail and organizational skills, with the ability to manage multiple priorities independently.
- Excellent written and verbal communication skills.
- Proficiency in using data and reporting to support fundraising strategy.
- Experience with donor database systems; Raiser's Edge experience strongly preferred.
- Strong computer skills, including Google Workspace (Docs, Sheets, Drive, Gmail, etc.).
- Sound judgment and discretion in handling confidential information.
- A proactive and collaborative mindset; comfort working in a fast-paced, mission-driven environment.
- Experience in a nonprofit or educational setting is a plus.

Work Environment / Schedule

This is a part-time (20 hours/week), in-person non-exempt position. While some flexibility in scheduling is available, regular hours should align with the needs of the Advancement and Business Offices.

About Marin Academy

Marin Academy is situated on a 10-acre campus at the base of the hills of San Rafael, CA in the San Francisco Bay Area. As a 9-12 grade independent, college preparatory high school, we have an enrollment of approximately 450 students with academic talent, interest in the arts and athletics, and a passion for a multitude of issues. Our students come from San Francisco, the East Bay, and Sonoma in addition to Marin County.

Marin Academy's mission statement "asks every individual to think, question, and create in an environment of encouragement and compassion, and challenges each person to accept the responsibilities posed by education in a democratic society." Marin Academy is an equal opportunity employer and welcomes candidates with a progressive and innovative mindset and a commitment to diversity, equity, and inclusion in the workplace.

For more information about Marin Academy, please visit our website (www.ma.org).

If interested, please email your letter of interest and resume to advancement@ma.org. Thank you.