



# ADVANCEMENT COORDINATOR JOB DESCRIPTION FULL-TIME POSITION

## Who We Are

[United to Learn](#) is an education nonprofit that is changing lives by transforming the relationship between schools and community. The United to Learn network is comprised of more than 75 partners including 47 Dallas ISD elementary schools as well as private schools, faith-based organizations, and businesses working together to accelerate student achievement, develop purposeful leaders and create a united and thriving community.

## What We Believe

Our values underpin everything we do. Together we aim to be:

- **Optimistic:** We believe that with the right resources all children can achieve greatness
- **Nimble:** We respond flexibly and creatively through active listening
- **Culturally Competent:** We build a positive understanding of diverse perspectives
- **Collaborative:** We respectfully and empathetically work to learn from each other and build coalitions
- **Effective:** We use evidence-based practices for high-impact results

## The Role

The **Advancement Coordinator** is responsible for furthering the mission of United to Learn by ensuring the effective use of our relationship management database to facilitate clear communication, reporting, and prompt stewardship to our funders, partners and volunteers. As a member of the Advancement team, this critical role maintains constituent records, building reports for analytics and communication to all key stakeholders. The Advancement Coordinator reports to the Director of Advancement and will have the opportunity to work on internal cross-functional project teams, as well as other United to Learn constituents including Board and Advisory Council members, investors, private institutions, public school partners and agency vendors.

## Specific Responsibilities

- **Serve as subject matter expert** on DonorPerfect, United to Learn's customer relationship management (CRM) database.
- **Process gifts and reconcile revenue**, including recording all in-kind and monetary donations in database, timely entry of all pledges, grant letters, soft credits and relationships. Coordinate with Operations team on monthly revenue reconciliations.
- **Manage data accuracy** by entering constituent interactions and managing data scrubs and other updates.
- **Support organization-wide events including** managing guest lists, payments and RSVPs in CRM. Assist with coordination and planning of funder and affinity group gatherings and follow-ups throughout the year.
- **Create online forms** for events and campaigns for publication
- **Lead mailing execution** for appeals, including pulling lists, ordering materials, printing letters, and organizing signers and volunteers. Generate and mail tax acknowledgement letters in a timely manner.
- **Build, maintain and generate reports** from DonorPerfect as requested by broader United to Learn team.
- **Research and document** all new donors, prospects and gifts/grants, from individuals, foundations and companies
- **Assist with administrative tasks** and other team duties as requested.

## Ideal Candidate Qualifications

- Strong commitment to equity, public education, student achievement and U2L mission, vision, and values.
- Acute attention to detail, proven data input accuracy, good typing skills, and commitment to high standards.
- Excellent written and verbal communication skills.
- Experience with CRM databases; proficiency in Microsoft Office suite, Adobe Acrobat, and Google suite.
- Ability to nimbly adjust priorities, positively receive feedback, and manage multiple tasks while working collaboratively.
- Strong teamwork orientation with friendly, professional demeanor.
- Availability to assist with some special events throughout the year including periodic early mornings, evenings or weekends.
- Ability to manage confidential information and sensitive situations with grace and discretion.

To apply, please email a cover letter and resume to [careers@unitedtolearn.org](mailto:careers@unitedtolearn.org).

OUR MISSION: Changing lives by transforming the relationship between schools and community.