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ISLANDHOUSINGTRUST

Advancement Coordinator

November 2026

The Advancement Coordinator is a full-time, salaried 40 hours per week position reporting directly to the Advancement Director, with indirect reporting to the Communications Director to coordinate shared initiatives. This position drives fundraising growth by managing campaign and event logistics, facilitating strategic donor messaging across both channels, and supporting core donor stewardship and administrative tasks.

Events & Campaigns

- Under direction of the Advancement and Communications Directors, serve as the primary coordinator for seasonal property tours, groundbreakings, and ribbon-cuttings and support the Advancement Director with private donor parties as needed
- Support the external event planner with event logistics for major fundraising events, including the Annual Summer Brunch
- Collaborate with the Advancement and Communications Directors to send out any approved, applicable event-related messaging via MailChimp, Paperless Post, etc.
- Provide significant summer campaign and year-end-appeal support through direct-mail, digital appeals, sending out any campaign collateral and messaging through Paperless Post and MailChimp
- Oversee campaign and event follow-up, track materials, and monitor budget alignment

Donor Stewardship

- Assist the Advancement Team in managing the mid- and lower-level donors and foundations
- Support the Advancement Advisor in ensuring internal grant requirements are communicated and completed
- Support the Communications Director to fulfill foundation recognition and communication requirements for grant compliance, including plaques, podium mentions, social media announcements, and photo opportunities
- Review quarterly pledge reconciliation reports and issue timely pledge reminder communications to donors
- Contact donors, prospects, and investors when gift information, pledges, or donation records require clarification
- Log all donor communications in the DonorPerfect CRM and route contact updates to the Finance Manager

Administrative & Committee Support

- Assemble marketing materials and campaign collateral as needed
- Under the direction of the Advancement and Communications directors, select and order all IHT-branded collateral

- Attend all Advancement & Communications Committee meetings to take meeting minutes and assist both directors with materials and presentation prep

Qualifications & Skills:

- Bachelor's degree preferred
- Two or more years of experience in the nonprofit sector or administration, fundraising experience preferred
- Experience with digital marketing platforms, such as MailChimp or Constant Contact
- Strong organizational skills and the ability to manage multiple priorities and deadlines
- Demonstrates clear and professional written and verbal communication
- Experience and/or interest in event planning and management
- Attention to detail, along with the ability to think critically and proactively
- Ability to build productive working relationships across departments and with volunteers, donors, and partners
- Sound judgment and commitment to confidentiality
- Proficiency with Microsoft Office, especially Outlook, Word, Excel, PowerPoint, and SharePoint
- Flexibility to support occasional evening or weekend events