



Position Title: **Institutional Advancement Coordinator**

Location: **Southern Preparatory Academy, Camp Hill, AL**

Classification: Full-Time, 12-Month

Reports To: Director of Institutional Advancement

Southern Preparatory Academy is seeking a motivated, creative, and detail-oriented professional to support the Institutional Advancement Office. This position will work closely with the Director of Institutional Advancement in both development and marketing efforts to support the growth and visibility of the Academy. The ideal candidate is a team player who is comfortable multitasking, eager to learn, and organized.

Key Responsibilities

Marketing & Communications

- Create engaging content for social media, including short-form videos such as Reels
- Draft blog posts for the school's website
- Create and distribute press releases to local newspapers and media outlets
- Maintain brand consistency in all content and outreach
- Ability to photograph and video events and daily life at the Academy
- Assist with email campaigns and digital marketing efforts
- Stay open to learning new skills, tools, and platforms

Development & Fundraising

- Build and maintain relationships with donors and alumni
- Manage and maintain donor records in the donation management database
- Assist in donor stewardship and communications
- Conduct research on potential donors and grant opportunities
- Support event planning and execution for fundraising and donor events

Qualifications

Required:

- Bachelor's degree from an accredited college or university
- Excellent communication, writing, and organizational skills
- Ability to work independently and collaboratively
- Strong attention to detail and follow-through

Preferred:

- Experience in private, boarding, or military-style school settings
- Experience in nonprofit work or fundraising is a plus
- Experience or willingness to learn database management and donor tracking systems

Terms & Compensation

- **Job Type:** Full-Time, 12-Month Contract
- **Schedule:** Monday–Friday, with occasional evening or weekend events
- **Compensation:** \$30,000 - \$35,000
- **Benefits:**
 - Health Dental, and Vision insurance
 - 401(k) matching
 - Paid time off
 - Professional development opportunities

Interested Applicants should send the following to Ms. Jenifer Isbell, Vice President, jenifer.isbell@southernprepacademy.org.

- Resume/CV