



Advancement Administrative Coordinator

Mission Statement for Rainbow Acres

The Mission of Rainbow Acres is to serve as “a Christian community with heart that empowers persons with developmental disabilities to live to their fullest potential with dignity and purpose.”

Job Title: Advancement Administrative Coordinator

Department: Advancement

Reports to: Chief Advancement Officer

Status: Non-exempt, Full-time

DATE: July 2026

Summary: The Advancement Administrative Coordinator is a highly organized, service-oriented professional responsible for providing administrative, scheduling, coordination, and operational support to the Chief Advancement Officer and the broader Advancement team. This position plays a central role in keeping departmental priorities, meetings, communications, calendars, projects, and day-to-day administrative functions moving efficiently and effectively.

The successful candidate will be proactive, detail-oriented, adaptable, and comfortable managing multiple priorities in a fast-paced, mission-driven environment. He/she will provide direct executive support to the Chief Advancement Officer while also coordinating administrative needs across fundraising, development operations, marketing, admissions, outreach, and other Advancement initiatives. This position requires strong judgment, discretion, professionalism, and the ability to anticipate needs, solve problems, and communicate effectively with staff, residents, families, donors, volunteers, board members, and community partners.

Minimum Professional Requirements:

- A minimum of three (3) years of administrative, executive support, office coordination, project coordination, or similar professional experience; bachelor's degree preferred or an equivalent combination of education and experience.
- Demonstrated experience managing complex calendars, scheduling meetings, coordinating logistics, and supporting multiple projects and priorities.
- Strong proficiency with Microsoft Office, virtual meeting platforms, and other administrative technology; experience with CRM or project management systems preferred.
- Exceptional organizational skills with strong attention to detail and demonstrated ability to meet deadlines.
- Excellent written and verbal communication skills with the ability to communicate professionally and tactfully with diverse internal and external audiences.

- Proven ability to exercise discretion and maintain confidentiality when handling sensitive organizational, personnel, donor, resident, and family information.
- Ability to work independently, anticipate needs, identify solutions, and appropriately prioritize competing demands.
- Strong interpersonal skills and demonstrated ability to build positive working relationships across departments and with external stakeholders.
- Ability to work flexible hours as organizational events, meetings, and Advancement responsibilities dictate.
- Evidence of a strong Christian commitment is desired, along with ethical leadership, and sensitivity to the mission of Rainbow Acres and the individuals and families it serves.
- Ability to meet all clearance requirements including: obtaining a level one fingerprint clearance card, passing a background check, passing a pre-employment physical and drug screen, reference check, verification that the individual is not listed on the Adult Protective Services Registry, and compliance with vaccination requirements.

Professional Responsibilities:

- Provide administrative and executive support to the Chief Advancement Officer, including calendar management, scheduling, correspondence, meeting preparation, and follow-up on priorities.
- Coordinate meetings, tours, interviews, donor visits, events, and other appointments by managing schedules, agendas, materials, technology, and logistics.
- Serve as a central point of contact for Advancement inquiries and communications, responding to or routing requests from donors, families, volunteers, churches, community partners, and other stakeholders.
- Provide administrative support across fundraising, development operations, marketing, admissions, outreach, and other Advancement initiatives.
- Prepare, proofread, format, distribute, and maintain reports, presentations, correspondence, proposals, meeting materials, records, and other departmental documents.
- Track departmental action items, deadlines, commitments, and follow-up activities to support accountability, timely completion, and effective project coordination.
- Maintain accurate data, records, contact lists, and administrative processes within Bloomerang and other organizational systems while ensuring confidentiality and data integrity.
- Coordinate travel, events, donor activities, board-related functions, office operations, inventory, supplies, and other logistical needs that support Advancement operations.
- Develop and improve administrative systems, procedures, templates, and workflows; maintain confidentiality, participate in team meetings, provide cross-functional support, and perform other duties as assigned.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; have great dexterity of hands and arms; stoop; kneel, and talk and hear. The employee is required to sit for long periods of time. The employee may be required to lift and/or move more than 25

pounds. The employee must be able to navigate the Ranch moving from smooth surfaces to rocky or uneven terrain.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The working environment is generally favorable. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Work is generally performed within an office environment, with standard office equipment available.