



Title: Advancement Department Coordinator
Division: Advancement
Supervisor's Title: Chief Advancement Officer

About The College of Physicians of Philadelphia

Founded in 1787, The College of Physicians of Philadelphia is one of the oldest professional medical organizations in the country and home to: the Mütter Museum, the Historical Medical Library, HistoryofVaccines.org, a dynamic Center for Education, over 70 yearly public events, and a busy facilities rental calendar. More than 188,000 guests visit us annually and we are extremely proud of our mission to advance the cause of health while upholding the ideals and heritage of medicine.

Functions of the Advancement Coordinator

Working closely with the entire Advancement team, the Coordinator supports the smooth functioning of the College's extremely important fundraising and communications goals. This is an integral role in the Advancement staff and may be assigned various special projects critical to the College mission and division goals.

Training, Skills and Experience Guidelines

The Coordinator must have meticulous attention to detail, must be able to juggle multiple tasks, and should strive to be a step ahead in anticipating the goals of the department and the needs of individual team members. A passion for the College's mission, history, programs, and the rich cultural life of Philadelphia is a huge plus. This is an ideal position for someone looking to build a career in development and communications at one of the Philadelphia's most unique cultural institutions.

The Advancement Department Coordinator should have:

- Experience in the day-to-day workings of an Advancement office, including some knowledge of fundraising management software within Blackbaud products, is preferred but not required.
- Excellent project management and organizational skills with the ability to juggle multiple projects and schedules simultaneously.
- Ability to handle sensitive information and interact professionally with College staff and donors.
- The ability to work both remotely and on-site at the College as necessary.

Key Responsibilities

- Provides administrative support to the Advancement team.
- Meticulously records and acknowledges all gifts to the College on a daily basis.
- Prepares daily Advancement reports to the Office of Finance and the President and CEO.
- Works collaboratively on the event planning of all Fellowship and membership activities.
- Facilitates monthly membership renewal mailings and Library membership invoices.
- Serves as staff liaison to the College's Admissions Committee and Fellowship Advisory Committee.
- Contributes communications relating to Fellowship on the College's social media channels.
- Schedules and updates internal meetings, outside events, and tours of the College.
- Other projects as assigned.

Salary/Benefits

This is a full-time position that receives a competitive non-profit salary with a generous benefits package.

To apply

Please **email** cover letter, resume, and desired salary range to: jgoff@collegeofphysicians.org. Review of applications begins immediately and continues until position is filled.

The College of Physicians of Philadelphia is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.