

POSITION AVAILABLE

ADVANCEMENT COORDINATOR

FIXED-TERM FULL-TIME

We are privileged to learn, work, and live on the traditional territory of the SC'IA'NEW Nation.

Pearson College UWC stands as a beacon of hope and education, founded in 1974 with a vision to make education a force that unites people, nations, and cultures for peace and a sustainable future. Our mission is deeply rooted in this vision, striving to empower students from diverse backgrounds to actively engage in creating a better world.

At Pearson, we are more than just an educational institution; we are a vibrant community of passionate individuals committed to fostering global understanding and positive change. As one of 18 United World Colleges around the world, our students undergo a rigorous selection process involving over 150 National Committees worldwide. They are chosen not only for their academic potential but also for their demonstrated dedication to making a meaningful impact on the world. Moreover, the majority of our students receive substantial financial aid, ensuring that opportunities for transformative education are accessible to all.

Pearson College UWC is recruiting for an outstanding Advancement Coordinator

Reporting to: *Senior Manager, Donor Engagement & Gift Planning*

Position Summary:

The Advancement Coordinator plays a key role in supporting the College's fundraising and donor engagement efforts by managing gift processing, donor stewardship, and Advancement database administration.

This position ensures gifts are processed accurately and acknowledged promptly, oversees data integrity and reporting in Raiser's Edge, and provides administrative support for events, donor communications, and team operations. With strong organizational and communication skills, the Advancement Coordinator helps strengthen donor relationships and contributes to advancing the mission of Pearson College UWC.

Responsibilities**Gift Processing**

- Promptly process and acknowledge/receipt all College gifts, ensuring high accuracy
- Collaborate with the Finance Department for month-end, year-end, gift record, and receipt reconciliation and audits (provide support documentation as requested)
- Process reunion and other event registrations, refunds, and adjustments
- Maintain a proactive communication with donors to ensure the recurring gift program is maximized (follow up with payment issues, remind donors of upcoming card expiry, invite donors to increase when renewing, and make up missed payments)
- Adhere to the stewardship plan to ensure gifts are appropriately acknowledged; notify appropriate members of the Advancement Team of gifts as needed
- Responsible for creating and maintaining procedure documents for Gift Processing and Records management on an ongoing basis
- Update fundraising-related sections of the website (as appropriate) and donation form content
- Prepare (and send) pledge reminders and lapsed donor lists
- Monitor advancement generic email and campus mailbox

Records and Database Management

- Responsible for overseeing all aspects of Raiser's Edge database administration and Advancement Department information systems management
- Conduct regular data entry, data clean-up, and data maintenance
- Responsible for global adds and imports for the Advancement & External Relations team
- Maintain database procedures and guides to ensure database information is entered and updated in an accurate and timely manner (including performing data imports and error correction)
- Review procedures annually; research, identify, recommend, and implement processes that support task and team record keeping and gift processing efficiencies
- Primary responsibility for iATS and BBMS account administration
- Meet information needs of database users, including generating reports, exports, and queries and setting up new systems as needed to maintain donor pipeline and track/report on fundraising progress (process development support might be contracted by third party as needed); responsible for providing (or setting up) training for the AER team to run reports, exports and conduct query/list generation
- Develop database procedures and guides to ensure database information is entered and updated in an accurate and timely manner (including performing data imports and error correction)
- Support the adoption and implementation of new gift processing procedures in RENXT

Administration

- Manage the Advancement team annual calendar (Outlook and Teams)
- In collaboration with the Donor Relations Coordinator, create, print, assemble and mail Advancement packages and tax receipts
- Provide support to AER events and reunions (such as silent auction gift processing) as needed
- Other duties as assigned

Skills and Preferred Experience

- A certificate or Diploma in Business Administration or similar
- A minimum of 1-2 years working in a fundraising environment, preferable
- A passion for, and understanding of, the mission of Pearson College UWC and the international UWC movement
- Experience working in the field of education, preferably at the secondary or university level, ideally, with a diverse student body, is considered an asset
- Excellent interpersonal and organizational skills
- Effective communication skills, orally and in writing
- Knowledge of accounting principles
- Competent in working with Microsoft Office Suite and various database software, such as Raiser's Edge
- A self-starter with personal initiative, high energy, and the ability to work both collaboratively and independently
- Excellent organizational skills and attention to detail
- Demonstrated problem-solving skills, flexibility, and adaptability

Compensation & Organization

This is a full-time, fixed-term position for 20 months, running from November 01, 2025, to July 27, 2027, at 35 hours per week, located at Pearson College UWC in Metchosin, approximately 40 minutes from downtown Victoria, BC. The salary range is \$50,000 - \$58,000 per annum, plus a comprehensive benefits package that includes four weeks of vacation with additional paid time off during Christmas, extended health & dental coverage, matching RRSP program, and on-site meal program (taxable benefit).

Applications will be accepted until the position is filled and reviewed daily. Only candidates selected for an interview will be contacted. Candidates must be eligible to work in Canada and pass a criminal record check. Résumés and a cover letter can be emailed to careers@pearsoncollege.ca.

As an inherent part of our United World College values, Pearson College UWC is actively committed to Anti-Racism, Diversity, Equity, and Inclusion in our living, learning, and work environments. In pursuit of our values, we seek individuals who will work respectfully and constructively with differences and across levels of privilege and power.

We encourage applications from individuals belonging to minority groups, including but not limited to Indigenous peoples, LGBTQ+ individuals, women, and those with diverse backgrounds or experiences. Your unique perspective is valued and contributes to fostering an inclusive and equitable workplace.