



White Rock Christian Academy

Advancement Assistant

Position Overview

The **Advancement Assistant** supports the work of the Advancement Department by providing administrative, organizational, and relational support in the areas of donor engagement, admissions, community events, and departmental operations. This role helps foster a welcoming, well-coordinated, and mission-aligned experience for prospective families, current families, donors, alumni, and community partners. Through strong organization, attention to detail, and effective communication, the Advancement Assistant contributes to the sustainability and growth of White Rock Christian Academy's mission.

Reports To: Director of Advancement

Responsibilities

Development and Donor Support

- Support the planning and execution of fundraising, community, and donor appreciation events.
- Coordinate event logistics, including scheduling, communications, materials, and on-site support.
- Maintain accurate and up-to-date donor records.
- Ensure timely and accurate gift processing.
- Assist in building and maintaining positive relationships with families, alumni, alumni parents, grandparents, donors, and community partners.
- Support donor communications and stewardship initiatives.
- Attend advancement-related conferences or professional development opportunities as required.

Admissions Support

- Provide school tours for prospective families, communicating the mission and distinctives of WRCA.
- Assist with the planning and execution of Preview Days and other admissions events.
- Support onboarding and orientation for new students and families.
- Collaborate on admissions-related communications and materials.

Marketing and Communications

- Assist with the creation and coordination of marketing materials, including invitations, event promotions, and communications.
- Support alignment between advancement initiatives and broader school communications.



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Program and Operations Support

- Coordinate the WRCA hot lunch program, including vendor communication and logistics.
- Oversee the school SWAG store, including inventory, ordering, and sales coordination.
- Support the organization of holiday camps.
- Provide front office support as needed.
- Assist with advancement-related budget tracking and reporting.

Other Duties as Assigned