



Advancement Coordinator

Do you want to be an integral part of a team that is championing change in the lives of children and families? Become an Advancement Coordinator at Great Circle!

About Great Circle

Transformed from its founding roots in Child Welfare, Great Circle now provides a unique spectrum of behavioral health services to individuals, children and families across Missouri. Every day, we open new doors and fresh pathways as we help children and families tackle some of life's toughest challenges. Our growth has been phenomenal.

Great Circle is currently seeking an Advancement Coordinator for our Campus located in Columbia, Missouri.

****Interested candidates must complete our online application, and include a cover letter and resume.***

Advancement Coordinator

If you would like to help support your community by restoring hope and healing to children and families in Columbia and across the state, this is your opportunity! Great Circle is the leader in mental health and behavioral healthcare in the state of Missouri. We are currently seeking a Full Time Advancement Coordinator in Columbia, Missouri. This entry-level position works as part of a dynamic team to further our mission to improve the lives of others.

About the Position:

The Advancement Coordinator supports annual, capital and planned giving initiatives to secure charitable gift revenue through the identification, cultivation and stewardship of donors to Great Circle.

Essential responsibilities include:

Coordinate key components of gift requests to include background research, meeting material organization and facility preparation. Provide communication in support of cultivation and stewardship of donors and prospects.

**Maintain database systems for records related to purchases, contributions, pledges and activities connected to fundraising initiatives.
Process donations and acknowledgments with appropriate paperwork.
Establish and maintain relationships with volunteers and staff
Assist at special events, volunteer activities and other agency functions
Other duties as assigned for the betterment of Great Circle**

To be considered for this position, you will need:

Strong customer service focus, excellent time management, verbal and written communication skills.

Strong skills in Word, Excel, and email applications.

Strong organizational and interpersonal skills.

Current, valid driver's license and meet the Great Circle requirements for insurance.

Bachelor's degree preferred

Experience in marketing, development or office management

Please note the physical requirements on the job description

Occasional evenings and weekends are required to support events and activities

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Great Circle is an equal opportunity employer.*