



**PINE FORGE ACADEMY**  
excellence is no accident...



## Job Opportunity **Development Coordinator**

**Starting Date:** Aug. 1, 2021

### **Position: Development Coordinator**

Seeking a Development Coordinator who will be responsible for organizing and executing fundraising efforts for the Academy. The Development Coordinator is charged with the responsibility of managing activities related to the analysis, planning, execution, control, and evaluation of fundraising and selected public relations programs. The Director works with and through the (Board, Development Committee, Foundation Board, etc.) for all fundraising programs including public relations activities designed to enhance and support the overall mission of Pine Forge Academy. All Academy personnel must have the ability to challenge students to attain high spiritual and academic achievement. Other duties include student supervision and sponsorship of student extracurricular activities.

### **Qualifications**

- Practicing member of the Seventh-day Adventist Church
- Achieved no less than a Bachelor's Degree (MA degree preferred)

### **Requirements**

- Criminal background and abuse clearances

### **Contact:**

Please send cover letter, resume, and an application from the Allegheny East Conference website ([www.visitaec.org](http://www.visitaec.org)) filled out completely to:

**Teresa Best**

Human Resources Director

Allegheny East Conference of Seventh-day Adventists

Email: [hr@aecsd.com](mailto:hr@aecsd.com)

Please **send via email only** to the email address provided above.  
Please include the word "**resume**" in the subject line of the email.



## **PINE FORGE ACADEMY**

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