



## **DEVELOPMENT COORDINATOR**

### Job Description

#### ***Primary Function***

The Development Director will support the fiscal health of the school by:

- Serving as the administrative point of contact for the Board of Trustees for all development and fundraising activities
- Building and managing a development and fundraising calendar, ensuring a smooth and strategic vision
- Managing a development database
- Managing and coordinating community volunteerism for fundraising and outreach events

As a member of the Administration team, the Development Director will work to ensure the safety and security of students; coordinate with colleagues to provide consistent office staffing; and promote a friendly, welcoming atmosphere in the administration offices. The position is salaried and includes partial tuition remission.

#### ***Qualifications***

The Development Director should be in harmony with, and exhibit knowledge of, Waldorf school philosophy and its educational principles, techniques, and methods. Priority will be given to candidates with a strong interest or background in expanding and supporting initiatives related to diversity and equity. The Development Director should be friendly, warm, and courteous with strong listening skills and be personable and professional on the phone and when greeting people in the office.

The Development Director should have exceptional interpersonal skills and the ability to establish rapport, handle personal and confidential information with discretion, and answer questions about the school sensitively and competently.

This position requires the ability to prioritize and multitask, take initiative, and work independently as well as part of a team. It requires strong organizational skills and the ability to handle short periods of high-volume work often in a distracting environment.

#### ***Requirements***

- A minimum of three to five years of development work experience is desired
- Experience with fundraising and event planning and implementation
- Excellent written and verbal communication skills
- Computer proficiency, specifically with Microsoft Office programs (Word/Excel/PowerPoint) in a Windows environment, Google Workspace, and databases and databases (direct experience with FACTS, Snowman/DaySchool, Constant Contact, and website management a strong plus)
- Ability to analyze and solve problems
- Ability to gather data, compile information, and prepare reports

#### ***Responsibilities***

- Cultivate donor relationships
- Work closely with the Board of Trustees and School Leadership to set and execute strategic goals
- Implement annual giving strategies and communications including:
  - preparation of Annual Fund e-mails, mailings, phone-a-thons, etc...
  - production of development materials including a Contributors' Report or Annual Report



- Build and maintain a development and fundraising calendar
  - Ensure coordination between annual giving and other fundraising strategies, events, campaigns
  - Liaise with the lead class teacher to coordinate school-wide and class-specific fundraising activities
- Manage the development database including:
  - entering updates to constituent data
  - gift processing
  - generating reports and analyzing giving trends
- Serve as School point of contact on AWSNA-wide alum initiatives
- Coordinate fundraising volunteers and activities for Fall Fair and Spring Benefit and other volunteer-led efforts including sponsorships
- Update development sections of the school website including online donation forms
- Manage online auction website and database (seasonal)
- Research, write, and coordinate grant applications
- Maintain oversight of the budgets for fundraising events and the school store
- Serve as administrative point of contact for school store
- Committee work including serving on the Development, Spring Benefit, and Fall Fair and Market Committees

### ***Accountability***

The Development Director will comply and keep up-to-date with school policies, reports to the Business Manager and is accountable to the Board of Trustees. The Development Director will participate in regular administrative staff meetings and attend regular faculty meetings as well as Grades or Early Childhood meetings when necessary. The Development Director will participate in Staff Development days and any required staff training including ongoing diversity, equity, and inclusion training. The Development Director is a year-round, full-time position and will be reviewed quarterly as outlined in the Staff Development guidelines.

Housatonic Valley Waldorf School is an equal opportunity employer. We do not discriminate based on religion, national origin, color, race, sex, gender identity or expression, sexual orientation, or physical disability in our programs and activities or in our hiring, admissions, financial aid, or scholarship practices and policies.

*Updated 3/3/2022*