



This job description indicates the general duties and physical requirements of work performed by the employee with this job designation. It should not be interpreted or construed as a comprehensive inventory of all duties, responsibilities, qualifications, and physical requirements required of the employee assigned to this job, as these might vary from day to day or as business needs demand.

Position: Development Coordinator, reports to Administrative Chair

Status: Full-time, Salaried

Date Posted: July 2, 2018

Required Qualifications:

- Bachelor's Degree from an accredited university
- Minimum 3 years development and fundraising experience

Summary:

The Development Coordinator is responsible for the planning, implementation, and management of Linden Waldorf School's fundraising program including: database management/utilization; individual giving; corporate giving; grants; fundraising events; and working with volunteers. The program's growth will provide natural opportunities to learn and grow, requiring the ability to remain flexible and adaptable in regard to work assignments. The Development Coordinator works closely with the Head of School and reports to the Administrative Chair.

Primary Responsibilities:

- Manage donor cultivation, solicitation, and relations and coordinate all fundraising activities, including annual giving, annual events, and special projects (e.g., benefit concerts, etc.)
- Manage related internal and external marketing, mailings, and collaterals (including annual fund appeals, promotions and invitations for events, and the annual report of giving)
- Manage donor database, including recording all gifts, providing timely acknowledgments and receipts of one-time and recurring gifts, and providing receipts for gifts-in-kind
- Provide support to the Head of School for activities related to a capital campaign
- Support community festivals and maintain appropriate Development presence at such events.
- Actively participate in articulating the vision, values and mission of Linden Waldorf School and inspiring others to serve these goals in the spirit of community
- Engage in Linden Waldorf School's strategic planning process and operational planning
- Oversee departmental budget to ensure raising funds in the most efficient manner
- Provide regular monthly progress reports to Administrative Chair for transmission to the Board and Head of School

- Serve as a member of the Administrative team and participate in shared responsibilities that lie therein
- Other duties as assigned

Knowledge and Skills Required:

- Ability to communicate effectively both verbally and in writing with diverse groups
- Efficient use of standard office equipment and proficiency in Microsoft Office applications
- Experience with maintaining database records (e.g., Donor Connect) and ability to generate reports from that database
- Capacity to plan and manage projects, prioritizing effectively to meet goals, budgets, and deadlines
- Ability to work collaboratively with diverse individuals
- Ability to maintain strict confidentiality
- Maintain a cheerful, relaxed, professional demeanor when working with others

Physical Job Requirements for all Linden Waldorf School Employees - Must be able to:

- Remain in a stationary position for extended periods of time, standing or sitting
- Move about to reach students and/or access file cabinets, office machinery, etc.
- Ascend/descend stairs and traverse campus
- Position self as needed, including bending, crouching, kneeling, lifting, reaching
- Lift up to 40 pounds on a regular basis
- Frequently communicate with students, parents, colleagues, and leadership
- Actively supervise students with focus, even when distractions are present
- Work in various outdoor weather conditions for extended periods of time

It is the policy of Linden Waldorf School to provide equal employment opportunities to all employees and applicants for employment without regard to race, color, sex, age, religion, national origin, disability, status as a covered veteran, or any other legally protected status, in accordance with federal and state law, and not to discriminate on the basis of sexual orientation. This policy applies to all terms and conditions of employment, including recruitment, hiring, placement, compensation, benefits, demotion, layoff, termination and all other terms and conditions of employment.

To apply, please send a cover letter and resumé to office@lindenwaldorf.org.