

SMWS
Development Associate

Job Description

June 2010

Reports to: Development Director

PURPOSE:

The Development Associate is responsible for overseeing and supporting school community festival & fundraising events and assisting the Development Director with fund raising campaigns and cultivation events. The Development Associate coordinates and supports community cultivation events throughout the school year and identifies, encourages, and facilitates volunteer participation throughout the school community. This is a part-time position. (15 hours per week over 48 weeks)

Responsibilities:

1. Working with the Parent organization to identify Volunteer Coordinators and volunteers for major events, and to support Coordinators in their implementation of events, including internal and external publicity, administrative and clerical tasks.
 - Halloween Journey
 - Winter Faire & Holiday Bazaar
 - Holiday Wreath Sale
 - Annual Auction & Auction Related Events
 - Spring Faire
 - Senior Parent Tea
2. Works closely with the SMWS Development Director to set event calendar, create publicity, and develop strategies.
3. Assist Development Director with alumni events.
4. Plan and implement Volunteer Recognition after each event.
5. Manage the budget for specified events
6. Send 501 (c) (3) thank you letters for event donations as listed above or for other school events.
7. Manage and order all school wide compostables.
8. Other duties as assigned.

Qualifications:

- Understanding for and appreciation of Waldorf school philosophy
- Ability to relate to and honor all members of the school community and to work as part of a team
- Interest and ability to cultivate parents of younger grades students for volunteerism
- Flexible schedule that includes weekend and evening commitments and flexibility to work hours necessary to support the events

- Ability to manage several projects simultaneously with a high degree of effectiveness
- Knowledge of financial management tools and budget management
- Excellent written, verbal skills and interpersonal skills
- Computer skills; experience with Microsoft word, Excel and email
- A high degree of self-motivation and ability to work independently- a self starter
- Problem solving abilities
- Good organizational skills