

## **Development Coordinator Job Description**

Eugene Waldorf School is seeking a Development Coordinator beginning Summer 2019. The Development Coordinator cultivates a spirit of relationship and generosity throughout the school and is a public face of Eugene Waldorf School on campus and in the greater Eugene Community.

### **Primary Responsibilities:**

- Works with the Funds Development Committee to create and manage an annual fund-raising and development plan, including a calendar of activities, deadlines and goals
- Fosters relationships and cultivates donors
- Maintains donor and alumni database with support for administrative office
- Acknowledges donations
- Cultivates corporate sponsorship and creates relationships with philanthropic organizations
- Manages the Annual Giving Campaign
- Oversees publication of the Annual Report
- Promotes community relationships

### **Required Qualifications**

- Experience with community-based fundraising, event management and/or project management
- Excellent written and verbal communication skills
- Proficiency in evaluating and producing electronic and print communication pieces
- Expertise using MS Office, Google Docs, Adobe Creative Suite, databases
- Ability to manage competing priorities and execute tasks with accuracy and attention to detail
- Available to work occasional evenings/weekends, particularly during events
- Self-motivated and highly organized
- Comfortable working in a highly collaborative environment

### **Additional Desired Qualifications**

- Knowledge of and appreciation for Waldorf education
- Knowledge of and connection to the Eugene Community
- Strategic planning experience
- Proactive commitment to personal improvement and service to the EWS mission

### **Reports To**

- Administrator

### **Partners With**

- Funds Development Committee (Committee of the Board of Directors)
- PR & Enrollment Manager
- Enrollment Coordinator

To apply, please submit your resume, letter of interest, and list of three professional references to Ellen Mahoney, Administrator, via email at [ellen.mahoney@eugenewaldorf.org](mailto:ellen.mahoney@eugenewaldorf.org).