

Development Coordinator Richmond Waldorf School

The role of development at the Richmond Waldorf School (RWS) focuses on supporting and directing activities which strive to build positive relationships and fundraising within the school body, alumni, volunteers and friends.

The Development Coordinator is responsible for the cultivation of donor relationships. In turn, nourishing of donor relationships helps build/strengthen the short and long term financial health of the school.

Duties and responsibilities include, but are not limited to;

1. Managing the Annual Giving Campaign
2. Enhance RWS community awareness profile through participation in events and conferences
3. Work with the Parent Association (PA) and Enrollment Director to provide volunteer recognition and support
4. Collaborate with the Enrollment Director to develop cohesive outreach and community education efforts, including special community events and the preparation of an Annual Report.
5. Work with the Development Committee and the Board of Trustees to meet the Development Plan goals.

Questions regarding this position may be forwarded to admin@richmondwaldorf.com

- Location: Richmond Waldorf School
- Compensation: \$10,400-\$12,500 (commensurate with education and experience), no benefits, office space provided, admin staff available for support as necessary
- This is a part-time job.
- This is at a non-profit organization.
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.