

The Development Director is responsible for leading and overseeing a comprehensive development plan at Pleasant Ridge Waldorf School by cultivating long-lasting relationships within the school and wider community that support the advancement of the vision and mission of the school and that strengthen the school's culture of philanthropy. The Development Director is a full-time position.

Position Accountabilities

- Oversees the day to day operations of the development department
- Works in partnership with the Administrative Chair and attends Admin Team meetings as needed.
- Serves on the Finance, Budget and Development Committees.
- Attends Board meetings as needed.
- Attends Faculty and/or Faculty Council meetings as requested.
- Maintains confidentiality when handling sensitive information.

Primary Responsibilities and Duties

General:

- Work collaboratively with Pleasant Ridge Board of Directors, faculty, and staff to establish goals and objectives related to fundraising; including planned gifts, major gifts, grants, annual gifts, endowed funds, special event and capital campaigns
- Participate in the administrative team planning and coordination
- Create and cultivate donor relations and parent relations
- Maintain and update a database to acknowledge and track gifts, correspondence, and communication with donors
- Serve as a resource and coordinator for any events or other school fundraising activity
- Solicit, recruit, and organize fundraising volunteer leaders as needed.
- Lead, direct and motivate parents, students, faculty and staff in development events and activities
- Write, publish, and mail Calyx 4 times a year, including annual report
- Create monthly reports for the board
- Monitor development budget
- Oversight of school marketing (content, brand) i.e.: coordinating materials from fundraising committees; coordinating all Development marketing and coordinating internal and external communications of the above including website and FB

Identify and Manage Grants

- Identify projects to be funded seek out input from BOD, Admin and faculty as needed.
- Research foundations that match PRWS funding priorities.
- Contact the appropriate foundation officers for grant guidelines and applications.
- Write and submit grant proposals.

Annual Giving and Appeals

- Design and execute the annual fund direct mail campaign.
- Make personal solicitation call to selected major donors.
- Provide creative direction in the theme, branding and collateral used to promote annual fund.

Fundraising

- General oversight and management of all fundraising-related activities at the school, including, but not limited to:
 - Oversight of fundraising committees for Holiday Faire & Raffle
 - Directory & Handbook, SCRIP program
 - Alumni relations/reunions/Anniversary celebrations
 - Grandparents & Special Friends Day
 - Special project fundraising (i.e., capital/facilities projects)

Qualities

1. Deeply appreciates and is dedicated to the long-term viability of Pleasant Ridge Waldorf School
2. Flexibility; an ability to adjust to circumstances as they arise
3. Courteous, cooperative, honest, discreet, self-motivated
4. A friendly, welcoming demeanor toward all families
5. A good working relationship with Staff, Faculty, Board, parents and the greater community
6. Willing to pursue professional growth
7. Demonstrates discretion, honesty and integrity.

Skills / Qualifications

1. Completion of a bachelor's degree.
2. Proven Three to Five years of development experience.
3. Demonstrated competency in database management
4. Demonstrated competency in Microsoft Business Suite.
5. Demonstrated experience with volunteer management.
6. Understands/or is open to understanding more about the Waldorf curriculum and philosophy and the role of Anthroposophy at PRWS.
7. Maintains a professional appearance.
8. Is self-led and works in an organized, timely manner.
9. Clear oral and written communication.
10. Gives attention to detail.
11. Articulates the purpose and goals of the school.

Reports to the Administrative Chair and evaluated annually.

A background check is completed for all employees at Pleasant Ridge Waldorf School.