



JOB DESCRIPTION - DEVELOPMENT COORDINATOR

SEPTEMBER 2020

Arthur Morgan School (AMS) invites applications for the position of Development Coordinator. Questions may be directed to Jessica Ruegg, jjruegg@gmail.com, Chair of the Development Search Committee.

POSITION SUMMARY:

The Development Coordinator (DC) works closely with and reports to the Board Development Committee, and gives updates and receives feedback at weekly staff meetings. The DC is responsible for developing and implementing an overall AMS fundraising strategy to meet a variety of school needs, scholarships being primary. All fundraising efforts should support the school's mission and outreach. The DC is responsible for the stewardship and growth of the donor database, Endowment Fund, Scholarship Fund and Annual Fund, as well as the Scholarship Benefit event in November. The DC creates and oversees the development budget. Though not directly involved in programming, the DC is part of a close-knit AMS community devoted to collaborative decision-making and to the long-term success of its students.

This is a salaried part time position. Hours are flexible and average 28 per week. Some work may be done remotely. More time is required to prepare for the annual fundraising event and less during school breaks. Salary is \$28,000 per year with 2 weeks paid annual leave. Lunch and snack are provided at no cost whenever it is served in the school dining room. This is a service-oriented position. Communication, organizational, computer skills, attention to detail, adaptability, collaboration, personal impact, dependability, safety awareness, organizational sensitivity and teamwork are characteristics central to this position.

EXPERIENCE/SKILLS REQUIREMENTS: The Development Coordinator will be:

- a passionate, pro-active spokesperson for AMS and its unique educational model;
- able to cultivate relationships with alumni, former staff, major donors and prospects;
- able to maintain a goal-oriented fundraising leadership role and facilitate participation by the board and staff members;
- skilled at identifying and matching funding opportunities with potential donors;
- self-directed, attentive to details and highly organized;
- effective at working with AMS Board members; staff members; donors; volunteers, including parents of students; funding sources; the local and regional communities; and others;
- able to speak, write and think clearly and creatively;
- motivated to raise money, bringing to the position a proven record of success;

- comfortable with making decisions by consensus;
- able to maximize the impact of the budget and make critical decisions for contracting work;
- conscientious in stewarding the donor-based funds.

It is also important that the Development Coordinator be willing to engage in the life of the school to create meaningful relationships with its students, parents, staff, board members and others. Balancing working remotely with being on campus must be evaluated sensitively between DC, staff and Development Committee. AMS staff and students live the school's values of simplicity and environmental sustainability. The Development Coordinator needs to be resourceful, flexible and creative to work effectively in this environment.

Fundraising experience is required, as well as strong technology skills, including database management and work with spreadsheet and word-processing software. A Bachelor's degree is preferred.

PRINCIPAL ACTIVITIES:

- Building on an already established framework; plan, organize and implement a comprehensive development program in support of strategic initiatives:
 - With the Development Committee, establish immediate and longer-term goals and benchmarks; including a Major Gifts Initiative;
 - Coordinate an effective program for recognition and stewardship of major donors;
 - Develop a gift acceptance policy.
 - Develop and execute fundraising strategies to increase total donors and gifts for both restricted and unrestricted purposes;
- Assume responsibility for the functions and activities of the development operation:
 - Be an active solicitor of gifts. Enjoy making contact with potential donors; and be willing to travel when needed to develop donor relationships;
 - Maintain a database of mailing lists, donors, alumni and other AMS supporters;
 - Oversee all aspects of direct mail, on-line and telephone campaigns, including creating direct mail pieces, coordinating mass mailings and developing segmented, personalized solicitations;
 - In concert with the Development Committee, plan and coordinate all major fundraising events, such as the November Scholarship Benefit;
 - Cultivate alumni relations, including tracking current contact information, updating obsolete information and researching giving potential;
 - Acquire funding from philanthropic sources:
 - Research funding opportunities;
 - Prepare grant applications as approved by board and staff;
 - Administer, track, steward and manage grants;
 - Develop and maintain relationships with funding sources;
- Represent development opportunities and long view planning in meetings:
 - Serve as a member of the Finance, Building and Grounds, and Endowment Committees;
 - Present a development report at quarterly Board meetings;
 - Attend at least one staff meeting a week, and all named committee meetings, as well as the annual staff retreat and other staff retreats as appropriate;

- Identify, recruit, train and direct key volunteers, including Board members, for opportunities in development activities;
- Prepare and monitor the Development budget;
- Coordinate marketing efforts with the Recruitment Coordinator, including:
 - Maintain the AMS development web pages;
 - Contribute to the annual Celo Education Notes (CEN, the AMS newsletter), including an annual fundraising report;
- Maintain professional affiliations and enhance professional growth by keeping abreast of the latest trends in development for the benefit of AMS; and attend appropriate workshops and conferences.

QUALIFICATIONS:

Bachelor's degree is preferred with at least 3 years of experience with fundraising work. Will consider an equivalent combination of education and experience. Sensitivity to partnerships, working with teachers, students, school administrators, and community members is crucial. Must possess excellent organizational skills, the ability to manage a varied workload, strong people skills, and the ability to plan and manage a budget. Familiarity with grant writing and reporting is preferred. Knowledge of computer applications, including word processing, spreadsheet and social media applications is required. To participate regularly in school activities, it is preferred that the candidate live within 20 miles of AMS. If candidate lives farther afield, some portion of the work can be done remotely. A minimum presence of two days on campus is important.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit and to work at a computer. The employee is frequently required to use hands to finger, handle or touch objects, tools or controls and to talk fluently and to hear. The employee is frequently required to stand, to walk, and to bend. The employee must be able to lift and/or move objects weighing up to 30 pounds. Specific vision required by this job includes close vision.

TO APPLY:

The position will remain open until filled. The next review of applications is October 14th. Send resume and cover letter addressing relevant experience and interest in the position and contact information for at least three references to Jessica Ruegg, jjruegg@gmail.com.