

Desert Marigold School

Coordinator of Fundraising Development

Job Description

Reports to: *Executive Director*

Salary: *\$10,000-\$12,000 to be negotiated, based upon qualifications, experience and scope of work, part time per week.*

Qualifications: *Preferred, Bachelor's degree in management or a related field; work experience in public charter education or related field. Exercise ethical conduct at all times. Valid AZ Fingerprint Clearance Card required.*

Job Purpose Statement: *The job of the Manager of Fundraising Development is to increase and maintain donations to our Desert Marigold School, specifically for the sustaining fund and tax credits.*

Essential Job Functions

I. Marketing & Communications

- A. Works with all groups within the school to increase donations to DMS.
- B. Oversees the development of promotional materials, including but not limited to brochures, ads, press releases and web materials
- C. Works with Human resources to add to the School Website, Social Media, weekly electronic community newsletter of *The Bee*, Staff & Faculty communication of *The Buzz*.
- D. *Solicit Educational Grants, corporate sponsors and Alumni outreach.*

Skills, Knowledge, and/or Abilities Required:

1. Skills in administrative responsibilities, listening, verbal, written and interpersonal communication.
2. Knowledge of Waldorf education and public school operations
3. Leadership in working with students, staff, parents and the community. Commitment to the concept of collaborative decision making.
4. IT and Business Computer Software knowledge
5. Prior experience in marketing and fundraising.