

## **DEVELOPMENT AND COMMUNITY ENGAGEMENT COORDINATOR**

The Development and Community Engagement Coordinator, in collaboration with the Head of School, will be responsible for the continued creation and implementation of a comprehensive philanthropic strategy, to help Undercroft Montessori School meet its current and future aspirations.

### **Qualifications and Job Requirements:**

- Two-to-three years successful non-profit/development experience
- Ability to handle multiple assignments and meet deadlines
- Ability to work collaboratively and independently
- Must possess exceptionally strong writing, speaking and interpersonal skills
- Computer skills essential; familiarity with fundraising software a plus
- Bachelor's degree required

### **Duties and Responsibilities:**

- Create and sustain positive relationships between the school and its constituents, both internal and external, leading them to support Undercroft Montessori School as donors, volunteers, and advocates in fulfillment of our mission
- Oversee four major areas of school activity: fundraising, constituency relations (chiefly parents and alumni/ae families), volunteer management, and special events. The Development and Community Engagement Coordinator must effectively and smoothly integrate these functions with each other and with all other school activities
- Work with the Head of School and the Board of Directors to determine the funding required to meet current and future institutional needs, design a long-term and annual strategy to meet those needs, and provide direct support to the Head of School and the Board of Directors in all fundraising initiatives
- Direct all fundraising programs to support school operations and growth, specifically the Annual Fund and any future Capital or Major Gift campaigns. Manage other fundraising efforts and activities as needed
- Utilize a database management system to ensure timely and accurate documentation, reporting, and ongoing stewardship of philanthropic gifts, acknowledgement letters, volunteer/donor lists and the like. Design processes and procedures to allow easy access to and retrieval of constituent data by other administrators and key volunteers
- Design and execute a cultivation and stewardship plan for donors and prospects, creating a climate of future generous giving to Undercroft Montessori School
- Build a program of ongoing cultivation of foundations, businesses and other local organizations, increasing awareness of Undercroft and its programs, and creating a philanthropic climate for additional support of the school

- Organize and inspire a strong sense of community and pride in the school on the part of parents, alumni/ae, faculty, staff and other constituent groups through donor recognition events and special celebrations, such as Summer Get Together, Under the Stars, Spring Concert, bridging and graduation ceremonies and fUNDERaiser, our annual spring auction
- Serve as the primary point of contact for Undercroft's Community Building Committee. Work with the CBC chair to identify and recruit leadership, help coordinate volunteer events, and manage CBC-sponsored events
- The highest regard for confidentiality and exemplary ethical standards is necessary, as well as the ability to manage multiple tasks and projects under the pressure of deadlines
- Communicate effectively with the Business Office regarding all financial matters including department/event budgets and philanthropic gifts to the school

**Key interfaces:**

- Reports to the Head of School
- Works collaboratively with the Advancement Team (Head of School, Admissions Assistant, Business Officer)
- Serves as an active member of the Development Committee of the Board of Directors

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