



## Job Description

**Position:** Development Manager

### **General Description of Post:**

The main purpose of this position is to develop create, administer, and implement the Waldorf School of Baltimore's long-term development plan, thereby directly contributing to the overall objective of securing the financial future of the school.

**Authority:** the Development Manager has the authority to:

- Carry out the responsibilities of the position as described below.
- Inform the Executive Director (or nominated deputy) of problems and issues which may interfere with the ability to carry out the responsibilities below.
- Develop and implement an annual strategy for fundraising.
- In consultation with the Executive Director and President of the Board of Trustees to form and work in partnership with the Development Committee.

**Responsibility:** The Development Manager is responsible for:

1. Developing and implementing a growth strategy for the future, aligned with the Strategic Plan; including but not limited to:
  - i. Annual Fund
  - ii. Grant and other funding opportunities
  - iii. Capital or other specific campaigns
2. Cultivating and sustaining relationships with the school's new and existing donors
3. Alumni cultivation to ensure the base of future donors is developed and maintained.
4. Plan and manage fund-raising activities; including but not limited to:
  - i. Developing and tracking proposals and reports for all foundation and grant based fundraising. Providing fundraising updates as needed.
  - ii. Maintaining records of all past and current approaches to outside funding sources so as to avoid unnecessary and undesirable conflicts.
5. In partnership with the Development Committee, developing and sustaining a culture of philanthropy, including but not limited to:
  - i. Promoting and managing the Annual Fund.
  - ii. Articulating the critical role of private philanthropy to the School and the vast opportunities for voluntary support in the life of the institution.
  - iii. Ensuring donor and volunteers are appropriately recognized and thanked for their gifts.
6. Ensuring sound administrative and organizational systems are in place including:
  - i. The timely completion and publication of the Waldorf School of Baltimore Annual report.
  - ii. The management of records and correspondence.
  - iii. Maintains, manipulates, and expands the use of the Development database of donors, alumni, and grandparents.

- iv. Reports to other bodies as needed.
- 7. Other duties as required.

**Accountability (supported by and reports to):** This position reports to and receives support from the Executive Director. Other tasks to help run the school may be asked of the successful candidate.

**Personal qualities, knowledge, and skills needed:**

- Required: have collaborative leadership, excellent communication, time management, and team work skills.
- Required: have strong interpersonal skills - able to build and maintain relationships with a wide variety of key stakeholders. Focus on the parent community.
- Required: be able to articulate the goals of the School and represent the School at events and meetings.
- Required: be detail orientated and well organized with high level of numeric accuracy.
- Required: have experience of work in development.
- Required: have ability to develop community, manage and promote annual fund appeals, and coordinate events.
- Required: have ability to work develop strong collegial working relationships across departments.
- Required: be computer literate and able to maintain and use databases to generate reports, retrieve information, send mail.
- Desirable: have knowledge of Waldorf education and the Waldorf School of Baltimore and its community in particular.

**Belongs to:**

The administrative realm. Attends all Full Faculty and Office meetings and Board of Trustees and Parents Association meetings and others as required.

**Nondiscrimination statement**

The Waldorf School of Baltimore does not discriminate on the basis of sex, race, color, religion, sexual orientation, or national or ethnic origin in the administration of its educational program, admission policies, financial aid policies, employment practices and other school-administered programs.