



Development Director

Job Summary

The Denver Waldorf School is seeking the ideal candidate for the open role of Development Director. We recently conducted a successful Campus Master Plan and a Capital Campaign which resulted in our move in the fall of 2014 to a larger school facility. Our new facility enables us to achieve a fully realized Waldorf curriculum for our children in Pre-K through High School. Our enrollment of 360 children generates over \$3 million in tuition and fees, affording us the gift of not only their delightful presence in our halls, classrooms and playgrounds, but also the financial stability to achieve many of our goals. One critical initiative our Development Director will face is to ensure our financial health is sustainable to support our strategic plan and vision.

As a full-time employee of The Denver Waldorf School, the Development Director joins a warm, welcoming team of dedicated teachers, committed administrators and parents, who are unwavering in their commitment to the education of the children that grace us with their laughter, smiles and joy of learning. We are a group of individuals whose foundation in pedagogy is Anthroposophy. As a member of the Administrative Team, the Development Director shares the vision of working as a servant leader, creating an environment of stability in a rhythmic, balanced, and healthful way so that the school is available to fulfill its vision and each member of the team is available to live life fully.

The Development Director will serve the school by leading and managing school's development efforts in conjunction with the Board of Trustees, College of Teachers and Administrative team. The Development Director will focus on both short- and long-term financial health of the school by cultivating positive relationships with community members, alumni, alumni parents, grandparents and foundations. This position calls for a data-driven, highly entrepreneurial, dynamic individual who possesses progressive development experience in major gifts fund-raising, planned giving, campaign planning and an appreciation for Waldorf education. The Development Director will demonstrate the ability to carry out a strategic and comprehensive fund-raising program, including maintaining relationships with existing internal and external constituents, identifying and developing new donors, the timely submission of grant proposals and reports, and the general oversight of the annual giving, special events, and alumni programs. The Development Director will work in conjunction with the Development Committee to ensure an abundance of economic and material resources at The Denver Waldorf School.

Specific Responsibilities

Strategic Leadership and Committee Participation

- Set direction for development goals and strategies in conjunction with the Development Committee, including a multi-year plan to increase overall giving statistics (both participation and money raised)
- Create and implement a multi-year development plan
- Participate as a colleague in pedagogical meetings and administrative meetings

Fundraising

- Develop and maintain strong relationships between the school and core communities -- foundations, parents, and extended community (extended families, alumni, alumni parents) -- leveraging administrative team and board members for key ongoing relationships
- Plan and implement any strategic initiatives jointly approved by the board and the college such as capital campaign or major gift initiatives
- Identify strategies in individual giving and donor relations and cultivate new major donors to align with strategic planning and goals
- Develop and implement an annual solicitation strategy, in collaboration with the development committee, for current families and extended community
- Develop and manage, in collaboration with the development committee, fundraising projections, budget and analyses
- Develop and maintain a program focused on alumni (which could include alumni events, newsletters, reunions, database)
- Identify new sources of foundation support
- Participate in the school's 5-year and annual budget process
- Oversee all aspects of the gift cycle
- Oversee the task of establishing and maintaining benchmark indicators for reviewing success of development activities and ensure best practices in data management
- Present monthly board and college reports on development data
- Oversee gift reporting and acknowledgements
- Oversee grant applications and reports as appropriate
- Oversee work on ad hoc projects that relate to development, institutional advancement, and strategic planning and marketing
- Inspire committee efficacy, checking in with committee members on completion of tasks

Committees

Chair, Board Development

Co-Chair, Development

Ongoing communication and participation in: Marketing, Strategic Planning, & Parent Council

Qualifications

- Minimum of 2+ years of progressive fundraising leadership experience, ideally in an educational setting, including: annual fundraising, major gifts, capital campaigns, planned giving and strategic planning
- Maturity and confidence necessary to deal effectively with faculty, parents, administrators and board members
- Alignment with Waldorf education and collaborative leadership
- Strong written and oral communication skills
- Strong organizational and planning skills
- Ability to prioritize time investments and delegate non-strategic items as appropriate
- Ability to work collaboratively in a team and to manage and inspire volunteers
- Connection to the Denver philanthropic community

We offer a competitive compensation package, including health benefits, 401k retirement plans and tuition remission. The base salary is negotiable, commensurate with the experience of the candidate. Each applicant's resume will be thoroughly and thoughtfully reviewed by the Hiring Committee, with candidates vetted confidentially and respectfully.

If you are interested, please send a cover letter with your resume and contact information for three personal references to the Personnel Committee, The Denver Waldorf School, 2100 S. Pennsylvania Street, Denver, CO, 80210 or email: admin@denverwaldorf.org. You can also contact Judy Lucas to request a more complete job description.

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