



Seeking a Part-Time Development Coordinator

Gathering Waters is a new 1-12 charter school guided by the core principles of public Waldorf education. We will open our doors in September 2021 for grades 1-9, with a grade added each year. The mission of Gathering Waters Charter Public School is to offer students an education that enables them to discover their interests and capabilities; explore the surrounding world; and cultivate a lifelong love of learning, a sense of community responsibility and understanding of environmental sustainability. We seek founding faculty and staff who will make the school's mission accessible to all students in the Monadnock Region of New Hampshire.

Duties will include but are not limited to:

- Leads Gathering Waters in the development of fundraising goals and works to meet these goals.
- Identifies and solicits new donors; takes initiative to negotiate funding.
- Stewards relationships with existing donors, including donor recognition, donor management, etc.
- Writes grant proposals and develops gift opportunities.
- Takes responsibility for various fundraising efforts such as event planning and managing, procuring items for sale in auctions, and soliciting donations in the form of money or gifts.
- Coordinates with the *marketing coordinator* to advertise and market fundraising events through the use of various media, including traditional and social media.
- Creates budgets based upon anticipated fundraising results.
- Uses donor management system to track and maintain donors
- Other duties as assigned

Qualifications:

- Dynamic individual who is passionate about the school's mission and knowledgeable about Waldorf philosophy and practices.
- Relevant experience in development, grant writing, and fundraising
- Exceptional organizational and multitasking skills.
- Highly effective communication and interpersonal skills.
- Proficiency in MS Office and other computer skills such as managing websites, handling social media presence, working with educational management software such as Rediker

Compensation: Competitive salary commensurate with experience.

To Apply: Send a resume, cover letter, and three references in pdf format to: hire@gatheringwaterscharter.org with "Development" in the subject line.