



## **Job Description: Director of Development & Advancement Team Member**

### **About The Waldorf School of Garden City**

The Waldorf School of Garden City (WSGC) is an independent college preparatory day school for children in Nursery through Twelfth Grade. Established in 1947, the ten-acre campus is located in the suburban village of Garden City, just 18 miles from midtown Manhattan. The School's beautiful 10-acre campus features playgrounds, gardens and playing fields bordered by a wooded "Nature Trail" which provides a visual and environmental boundary from the suburban houses and university buildings that surround us. The indoor facilities, all of which are connected, feature a historical main building entrance, a large gymnasium, a performance space, a modern library center, a fiber arts studio, three laboratories, a woodshop, music and practice rooms, a cafeteria, and a visual arts studio. The School also owns Camp Glen Brook, a 200-acre farm, in New Hampshire which is utilized as a part of our curriculum for grades 3-12. The Waldorf School of Garden City is accredited by the New York State Association of Independent Schools and the Association of Waldorf Schools of North America (AWSNA) and is recognized by the New York State Education Department. Guided by our outstanding and dedicated faculty the Waldorf School of Garden City is a leader in education, offering a full education from Early Childhood through High School.

**The Director of Development and Advancement Team Member** has the unique opportunity of working with members of all constituencies from The Waldorf School of Garden City community which includes Camp Glen Brook. With 75-years of institutional history, there is as much a need to respect and maintain tradition as to explore new technologies and fresh ideas. While a great deal of care and time must be spent in sustaining the office's high level of output, there is also ample room for creativity and strategy with regard to the Development Office's primary objectives of overall advancement and fund- and friend-raising. As a member of the School's Senior Administrative team, the Director of Development reports to the School Administrator and is responsible for programs and initiatives supporting the Annual Fund, capital campaigns, planned giving, fundraising events, volunteer support, donor relations and is an integral member of the Advancement team.

### **The Director of Development oversees the following areas:**

- Fundraising at the School and Camp Glen Brook- Direct the Annual Fund Campaign through phone, virtual, digital, social media, print and individual face-to-face solicitations designed to meet financial and participation goals; direct activities for current phase of the Capital Campaign and research, plan and develop strategy for the next capital campaign; manage major donors and donor prospects through identification, cultivation, solicitation and stewardship; develop special campaigns around specific funds; cultivate planned giving interest and opportunities.
- Alumni relations – Ensure communication with class representatives, alumni, alumni parent, and former faculty constituencies; plan and coordinate alumni events and programs such as reunions, Alumni Day, Alumni Weekend at Glen Brook, Alumni/Varsity Soccer and Basketball games, college care packages, Senior Sendoff and Student Ambassadors.
- Special Events – Orchestrate annual and tri-annual fundraising and/or appreciation events such as benefit, golf outing, Benefactors Reception, etc.

The Director of Development reports to the School Administrator, works closely with other Senior Administrative Directors, is advised by the Board Development Committee, and manages the staff of the School's and Camp Glen Brook Development team, toward accomplishing these goals.

**The ideal candidate will possess the following qualifications:**

- BA and 10+ years of relevant professional experience. Fundraising and/or Development experience is required but consideration may be given to those with a background in Public Relations; Marketing, and Non-Profit Management. The ideal candidate should be familiar with, and willing to commit to the goals of Waldorf education;
- Ability to think strategically and creatively with a DEIJ lens, take initiative, work independently and as part of a team, establish priorities and meet deadlines – while maintaining a sense of humor and positive demeanor;
- Outstanding written, verbal, and interpersonal communication skills;
- Comfort level with working in a small organization, performing a wide variety of functions, from the strategic to the day-to-day;
- Ability to collaborate with a broad range of groups
- Ability to lead and inspire open, productive, and challenging conversations, which punctuate our insistence and focus on serving community members within an uncompromisable, inclusive, and antiracist construct;
- Demonstrated experience with the development of community partnerships that offer opportunities for innovative and experiential collaboration;
- Knowledgeable in research, data acquisition and analysis, and successful implementation of strategies currently shaping advancement in an educational setting; and,
- Proficiency in basic computer programs and data base systems.

Compensation will be commensurate with experience. Individuals interested in applying for the position of Director of Development should send a cover letter, resume and a minimum of three professional references to the School Administrator, Nicole Littrean at [littreann@waldorfgarden.org](mailto:littreann@waldorfgarden.org).