



## **POSITION: DEVELOPMENT DIRECTOR**

**START DATE: August 1, 2023**

### **About Waldorf School of Orange County**

Imagine working with a group of thoughtful, committed colleagues to support socially transformative education serving the children and families of the area community. Imagine working at the Waldorf School of Orange County. See [www.waldorfschool.com](http://www.waldorfschool.com) for our history and a mini-documentary.

An independent, not-for-profit school for children and families, early childhood through grade twelve accredited by WASC and AWSNA, the Waldorf School of Orange County is nestled near the coast in Costa Mesa, CA. Founded in 1988, the school is solidly established with an enrollment of 325 students and faculty and staff of 75. Our beautiful ten-acre school campus is immediately adjacent to Fairview Park, a 210-acre spacious green area for walking, biking and horseback riding. Our high school features innovative, environmentally friendly "container construction," awarded the city's Green Design Award.

**POSITION SUMMARY:** The Development Director helps provide WSOC with additional sources of revenue and support through the cultivation of relationships, clear and insightful communication, community building, and donor retention to support the school's fundraising programs.

**REPORTING RELATIONSHIP:** Reports to the School Administrator.

### **PROFESSIONAL DEVELOPMENT – Support and Education**

Depending upon identified needs, the school will consider supporting the Development Director with fundraising and volunteer management professional development opportunities.

### **LEADERSHIP**

- Work closely with the School Administrator, Board and College representatives, and the Budget Mandate Group to create a yearly development plan and create a budget for fundraising income and communications expenses.
- Work closely with other Directors and administrative staff to support the College and Board, including participation in weekly meetings.
- Attend Parent Meetings and monthly Room Representative meetings, as needed, to promote development-related initiatives and events.
- Facilitate and promote collaborative decision-making in alignment with the school's governance matrix and make effective independent decisions.
- Promote consensus among groups of individuals with diverse interests and values and provide guidance and direction to staff; facilitate conflict resolution; inspire and support staff in carrying out school and department goals.
- Communicate effectively using the school's Brand Guidelines.

- Promote the school and its mission effectively.

### **FUNDRAISING**

- Develop and manage WSOC community fundraising activities according to the needs of the annual operating budget, including: Annual Giving, Gala, Endowment, and Planned Giving.
- Organize, oversee, and execute WSOC's community capital campaigns for capital expenditures, as needed.
- Provide guidance, oversight, and support of WSOC parent volunteer efforts and their communication needs as they relate to Development-related events.
- Cultivate and maintain relationships with the WSOC community of donors and foundations.
- Write grant proposals, prepare grant-reporting documents, and maintain accurate records.
- Manage the process for accurate donor record database, donor acknowledgments, tax receipts, financial, and in-kind contributions.

### **COMMUNITY**

- Manage and oversee community outreach events and other special events, as needed.
- Develop opportunities for local community outreach and public relations (e.g. Festival of Children, OC Parks, Costa Mesa City Hall and relationships with local schools).
- Provide support for class teachers and parents as it relates to class fundraising to uphold the policies related to class fundraising and the school's overall fundraising programs.

### **MINIMUM QUALIFICATIONS**

- BA in business, non-profit management, communications or other related field
- Non-profit development experience with proven fundraising success
- Proficient in Microsoft Office Suite
- Ability to learn and proficiently use new database systems
- Willingness to develop a deeper understanding of Waldorf education and anthroposophy

### **PREFERRED QUALIFICATIONS**

- Advanced degree
- 3-5 years proven success in a fundraising position
- Demonstrated commitment to Waldorf education and anthroposophy

### **ABILITY TO:**

- Work extended hours, including evenings, weekends, and holidays, when necessary
- Maintain confidentiality with discretion and tact
- Communicate effectively both verbally and in writing
- Communicate effectively in front of large and small groups
- Maintain effective working relationships with individuals and groups
- Organize and coordinate workload and flow
- Comply with school policies and follow procedures
- Collaborate with and manage volunteers

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that should be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit for long periods. The employee must frequently reach with hands and arms. The employee occasionally is required to use hands to handle or feel items. In addition, s/he must be able to talk and hear, stand and walk; and bend/stoop/twist/squat/kneel. The employee will be required to regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Anything over the weight limits should be done as a two-person lift or with a mechanical lift.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works both outdoors and indoors. Occasionally, s/he will work near visual displays. The noise level in the work environment is moderately noisy with constant foot traffic near the workstation.

Working hours are Monday through Friday from 8am to 4:30pm, and evenings and weekends as needed/requested. This employee, as Exempt, will complete the tasks required not dependent upon these hourly limitations. Employee will work year-round with reduced summer hours.

### **EQUAL EMPLOYMENT OPPORTUNITY**

Waldorf School of Orange County believes that all persons are entitled to equal employment opportunity. It does not discriminate against qualified employees or applicants because of race, religious creed, religious observance, color, age, sex, sexual orientation, gender, gender identity, gender expression, genetic information, national origin, ancestry, marital status, medical condition as defined by state law (cancer or genetic characteristics), disability, military service, military and veteran status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, and local laws and ordinances. Our management is dedicated to ensuring the fulfillment of this policy with respect to hiring, wages, placement, promotion, transfer, demotion, layoff, termination, recruitment, advertising, pay, and other forms of compensation, training, and general treatment during employment.

### **COMPENSATION AND HOURS**

The position is year-round, full-time, salary commensurate with experience per WSOC's compensation plan. The salary range is \$64,480 to \$75,738. The employee benefit program includes medical and dental coverage, a retirement plan and life insurance, support for professional development, and tuition remission for enrolled children. There are reduced working hours during the summer months. FLSA status is Exempt.

### **HOW TO APPLY**

Send a letter of interest, resume and three references to Kevin McDuff, School Administrator, at [kmcduff@waldorfschool.com](mailto:kmcduff@waldorfschool.com).