

Fund Development Coordinator

50% FTE Position



This position is designed to work in collaboration with administrative staff, faculty, board and parents to maximize PHWS's ability to attract and leverage financial resources. The Fund Development Coordinator creates stability in the school's financial standing and community relationships allowing planned growth toward Prairie Hill's vision and goals.

Prairie Hill Waldorf School was founded in 1987 and is a full member of AWSNA (Association of Waldorf Schools of North America) and WECAN (Waldorf Early Childhood Association of North America). We have 190 students from pre-k to grade eight, robust parent and tot classes and an outstanding faculty and staff of 42. Our faculty is grounded in a commitment to anthropology, and we have an enthusiastic and supportive parent body and board of trustees.

Prairie Hill Waldorf School is situated on 14 acres of land including gardens, fields, wetlands and small woods located in the beautiful Lake Country of Delafield between Milwaukee and Madison, WI.

Qualifications:

- BA in related field desired or equivalent life experience in non-profit development and general fund-raising with established relationships in the philanthropic community required.
- Strong relationship building and relationship management skills.
- Strong written and oral communication skills with excellent public presentation capabilities.
- Demonstrated ability to work effectively with professionals and volunteers.
- Strong organizational and time-management skills. Self-disciplined with ability to work independently.
- Must be proficient with Microsoft Office, Google as well as the ability to learn our fundraising software system.
- Familiarity with Waldorf Education.

Responsibilities:

- Oversees yearly annual appeal campaign.
- Research granting opportunities, submit proposals and completes follow up on grants received.
- Reports to the Administrator monthly, providing status of development efforts.
- Generates timely, appropriate receipts and thank you letters to donors.
- Maintain accurate database of donors, prospective donors and donor activities.
- Works to maintain relationships and communications with PHWS Alumni and their families.
- Work with Community Council to bring educational and community building events

Chair Fund Development Committee

- Leads the Fund Development Committee –creates agenda, facilitates meeting and keeps the minutes.
- Guides the Fund Development Committee to design effective strategies to raise funds and increase prospective giving pool.
- Oversees the budget and coordinators of the 3 main fundraising events. (Annual Appeal, Auction and The Faire).

There is the potential for this position to grow into full-time.

We encourage individuals who are committed to diversity, equity, inclusion, and justice-related work including those who are part of marginalized groups to apply. If you are interested, please submit a cover letter and a resume listing background, training, experience, and three references.

Call or write Jeanne Ring, Administrator, at 262-646-7497 or jring@prairiehillwaldorf.org