



ADVANCEMENT ASSOCIATE Job Description

Waldorf Education is the fastest growing independent school movement in the world. This dynamic, 100-year old approach to child development and education—based on the teachings of Rudolf Steiner—is continually reinventing itself to meet the needs of current students. Waldorf education inspires life-long learning in students and enables them to fully develop their unique capacities.

The San Francisco Waldorf School (SFWS) was founded in 1979 and serves more than 475 students across a parent-child program, a nursery program, kindergarten, and the first through twelfth grades. Our grade school campus (nursery through eighth grade) is located in a quiet residential area of Pacific Heights. The high school campus is located across town in the West Portal neighborhood.

The San Francisco Waldorf School hires dedicated and highly capable faculty and staff; many are current or former parents of students in the school and all develop a deep connection to Waldorf education and our unique school in San Francisco. SFWS employees are a committed group of free, responsible adults who bring our best individual selves to our work. We invest in our learning and growth to best serve the needs of our students, our teachers, and each other.

Summary:

San Francisco Waldorf School seeks an experienced advancement and event planning associate to join the school's Advancement Office as soon as possible. The ideal candidate has experience in independent schools, event planning and fundraising, with strong technical skills and a desire to learn. The Advancement Associate will be responsible for supporting an active Advancement program, including primary roles in event management and administrative support.

Key responsibilities:

Event Management

- Work with Advancement Office and parent volunteers to plan and manage Winter Fair and Spring Benefit (annual community-wide fundraisers)
- Effectively recruit and coach parent volunteer event chairs and committee members

- Solicit, manage and maintain relationships with contractors and merchants providing event support services
- Set up and maintain online communications and publicity, including maintenance of a silent auction website for Spring Benefit
- Maintain detailed records of events, including attendance, revenues, expenses, in-kind gifts and budgets
- Manage all aspects of event materials, including design, mailing, and RSVP tracking
- Organize and oversee additional school functions and gatherings that are supported by the Advancement Office

Administrative Support

Annual Fundraising

- Prepare and coordinate solicitations to multiple constituent groups
- Update and maintain donor records and donor gifts in Blackbaud Raiser's Edge
- Provide expert customer service and responsiveness in donor relations
- Record gifts and generate appropriate letters to donors

Office Assistance

- Collaborate with Advancement team to create opportunities that engage and involve all community members in the life of the school
- Write and edit publicity articles as needed for publications and website
- Generate departmental and Board reports on a regular basis
- Assist in creation of presentations for community meetings (Town Hall, Board Meetings)
- Support the Advancement Director in other duties as assigned

Board of Trustees Support

- Assist in preparation of Board meetings (materials, food, etc...)
- Coordinate with Board President and Secretary to maintain calendar
- Provide written reports for Board Meetings, and present in person as necessary

Required Qualifications:

- Experience in advancement, event management and/or project management
- Excellent written and verbal communication skills
- Proficiency in evaluating and producing electronic and print communication pieces
- Expertise using MS Office, Google Docs and Adobe Creative Suite
- Ability to manage competing priorities and execute tasks with accuracy and attention to detail
- Available to work occasional evenings/weekends, particularly during events
- Self-motivated and highly organized
- Comfortable working in a highly collaborative environment

Additional Desired Qualifications

- Experience with Blackbaud Raiser's Edge and Education Edge, or other enterprise fundraising software

- Knowledge of and appreciation for Waldorf education, including motivation of constituents seeking this education; understanding of independent school market
- Strategic planning experience
- Proactive commitment to personal improvement and service to the SFWS mission, in particular, bringing energy and excitement to serving the students and faculty of our school.

Benefits and Compensation

This is a full-time, exempt position. Benefits include medical, dental, life insurance, flexible spending plans, retirement plan (employer matching after one year), and tuition remission (after one year) for up to two eligible dependents enrolled in our N-12 program. Salaries are paid on a 12-month schedule.

Physical Requirements and Work Environment

- Be able to occasionally lift up to 30 lbs.
- Work intermittently in outside weather conditions, including heat and cold
- Regularly sitting or standing 4-8 hours

FLSA Classification: Staff; Exempt from overtime
Reports to: Advancement Director
Hired by: Advancement Director
Date Modified: April 2019

San Francisco Waldorf School is an equal opportunity employer that does not discriminate based on race, ethnicity, age, gender, or any protected class. We recognize that the range of ethnicities, nationalities, languages, socio-economic backgrounds, sexual orientation, learning differences, and life experiences within our community enhance the school's learning environment, and we are committed to fostering equity and inclusion. All minorities are encouraged to apply.

Please send resume and letter of interest to jobs@sfwaldorf.org