

**Nevada Sage Waldorf School  
Development Coordinator  
Job Posting**

Hired By: Administrative Director and Board

Reports To: Administrative Director

**Summary**

The Development Coordinator at Nevada Sage Waldorf School is a vital role that supports fundraising efforts through grant writing, donor and volunteer relationship management, and special event coordination. The successful candidate will have the opportunity to engage with donors, nurture relationships, and contribute to the growth and success of Nevada Sage Waldorf School.

The Development Coordinator will be responsible for expanding the school's network by coordinating school tours and attending professional functions to connect with potential donors. This is an excellent opportunity for an organized and detail-oriented individual who is eager to learn and contribute to the mission of Nevada Sage Waldorf School.

**Key Responsibilities**

- Write grant proposals and maintain donor relationships.
- Manage donor database and track contributions.
- Coordinate fundraising events.
- Support and train parent volunteers.
- Communicate with donors and show appreciation.
- Coordinate school tours and networking.
- Create engaging content for newsletters.
- Provide regular reports to stakeholders.

**Required Skills**

- Excellent written and verbal communication.
- Proficiency in Microsoft Office Suite.
- Attention to detail and financial management.
- Problem-solving and teamwork.
- Adaptability and professionalism.

**Preferred Skills**

- Event planning and management.
- Donor relations and communication.
- Grant writing and research.
- Knowledge of fundraising best practices.
- Database management experience.

**Compensation**

\$39,555 - \$51,555 annually, plus performance-based bonuses.

**Benefits**

This is a full-time, salaried position. Benefits include health insurance, financial support for professional development, and tuition remission.

**Required Certificates, Licenses & Registrations**

Must pass a federal background check and return a negative TB test.

**Submit an Application**

To apply, please email a letter of interest, brief biography, curriculum vitae and three professional references to [administrator@nevadasagewaldorf.org](mailto:administrator@nevadasagewaldorf.org). Include "Development Coordinator" in the subject of the email.

**About NSWS**

Established 23 years ago, we are an energetic school with a creative, "can do" spirit. We offer nursery classes through 8th grade and are experiencing healthy growth. At our school, you will find an enriching educational culture with engaged and happy students and a dedicated faculty. Our parents are enthusiastic and involved, and our board is supportive and visionary. As a Full Member of WECAN and an Associate Member of AWSNA, our school continues to grow under the guidance of the wider Waldorf movement. NSWS is located in the sunny Reno-Tahoe area at the foot of the magnificent Sierra Nevada mountain range and within the beautiful high desert.

**Equal Employment Opportunity**

Nevada Sage Waldorf School is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, medical condition, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and any other general treatment during employment.