



since 1979

## **ADVANCEMENT DIRECTOR 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 in the Pacific Heights neighborhood. The high school campus is located across town in the West Portal neighborhood. Both campuses are easily accessed via public transportation.

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

### **Summary:**

SFWS's Advancement Director manages and leads the school's comprehensive fundraising and volunteering program. The ideal candidate has a fundraising background, including experience soliciting major gifts, annual giving, capital campaigns, school endowments and volunteer engagement. Independent school advancement background is preferred, and candidates with development experience in the non-profit or private sector are also encouraged to apply. This position reports to the Administrative Director and will work closely with the Board's Advancement Committee to build the internal and external relationships to meet the school's near- and long-term advancement goals.

**Principal responsibilities:**

- Revise, execute and adapt the comprehensive advancement/development plan to engage and include the full diversity of the SFWS community.
- Design achievable and ambitious annual and multi-year fundraising (dollars and participation) goals for:
  - Community Fund (Annual Fund)
  - Small and large endowment campaigns
  - Special projects and programs
  - Major culture building and revenue generating events such as Spring Benefit, Winter Fair, Grandparents and Special Friends days, Founders Night
- Cultivate and maintain relationships with Trustees, Advancement committee members, Fund and campaign chairs, major donors, and leading volunteers
- Serve on the Administrative Council, representing fundraising and community building activities
- Identify and solicit relevant foundation grants and corporate contributions/matching gifts
- Renew and refresh advancement materials and fundraising web/social media presence in partnership with Marketing Director
- Increase alumni engagement and giving
- Primary Liaison with Grade School Parent Guild and High School Parent Council.
- Develop, execute, and prioritize specific fundraising initiatives for faculty-identified program enhancements; Diversity, Equity, and Belonging activities; outdoor classroom; technology; and other strategic plan efforts.
- Keep professional, detailed, and usable records and data of fundraising income and processes (Raiser's Edge database)
- Supervise, mentor, and support a full-time Advancement Associate and support consultants.
- Ensure highest quality donor acknowledgement, recognition, and stewardship programs
- Support and encourage Board participation in Advancement Activities
- Enhance SFWS community understanding of and engagement of in philanthropy and opportunities to support the school's efforts
- Increase SFWS community awareness profile through participation in events and conferences
- 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

**Preferred Qualifications:**

- Experience in leading advancement efforts, with successful track record in board engagement and soliciting major gifts
- Proven skill in planning and executing fundraising strategies and campaigns
- Knowledge of best practices/principles of fundraising
- Excellent interpersonal, communication, constituency building skills and ability to win the confidence of others. Flexibility and the ability to problem solve and manage ambiguity with grace and humor.
- Highly organized, thoughtful, and proactive person who works collaboratively and will interact in a professional manner with diverse audiences.
- Knowledge of independent schools. Knowledge of Waldorf education principles is a plus.
- Commitment to promoting Diversity, Equity, and Belonging as a central part of SFWS culture.

**Benefits and Compensation:**

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

**Physical Requirements and Work Environment:**

- Work intermittently in outside weather conditions, including heat and cold
- Regularly sitting or standing 4-8 hours

**FLSA Classification:** Staff; Exempt  
**Reports to:** Administrative Director  
**Date Revised:** March 2022

San Francisco Waldorf School strongly encourages candidates from groups historically underrepresented in independent schools to apply. SFWS recognizes 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. SFWS is an equal opportunity employer that does not discriminate based on race, ethnicity, age, gender, or any protected class.

Please send resume and letter of interest to [jobs@sfwaldorf.org](mailto:jobs@sfwaldorf.org)