

Position Open – DIRECTOR OF ADVANCEMENT

The Three Cedars Waldorf School is searching for a **dynamic and experienced Director of Advancement**, to start immediately. A member of the faculty plenum, the Director of Advancement is familiar with or genuinely interested in Waldorf education. S/he is committed to serving the needs of the school in regards to fundraising, admissions, and community relations.

As a key member of the school community, the ideal candidate demonstrates:

- A solid track record of successful marketing, fundraising, and community development.
- A genuine interest in Waldorf Education
- A joyful, collaborative, and professional demeanor

SUMMARY DESCRIPTION

Responsible for the planning and execution of the school's marketing, fundraising, and community development efforts, the Director of Advancement plans and executes the Annual Fund giving campaign, capital campaign, community development, events, and marketing strategy. S/he collaborates with the Admissions Coordinator in developing lasting and trusting relationships with current and prospective parents and donors.

SUPERVISION

Supervises volunteers. Supervised by the Executive Director.

ESSENTIAL JOB FUNCTIONS

- Oversee and execute the Annual Fund, Capital Campaign, marketing strategy, community events, alumni relations, and other activities of the advancement office.
- Plan, budget, schedule, implement and/or monitor all activities of the advancement office.
- Develop and administer the department's annual budget.
- Quarterly reports to the Executive Director.

QUALIFICATIONS & SKILLS

Demonstrated experience in marketing, fundraising, and community development necessary. Experience or familiarity with Waldorf education desirable. A genuine wish to contribute to a school community through working closely and collaboratively with colleagues and parents. Proficient with Powerpoint, Excel, and database management, the ideal candidate is a skilled and engaging communicator who thrives in a supportive yet challenging work environment where initiative, effectiveness, and a high level of integrity are expected and valued.

COMPENSATION & WORK SCHEDULE

Salary based on credentials and years of experience. Benefits includes group medical and dental insurance, group long-term and short-term disability, retirement matching, 90% tuition remission. This position is full-time, includes regular school hours as well as occasional week-ends and evenings. Five weeks of vacation in the 1st year of employment (six weeks off in the second year and beyond), and ten personal/sick days per year.

To apply, please send to Geraldine Kline, Director, Email – gkline@threecedarswaldorf.org

1. TCWS Application for Employment (this form is available via this link: <http://threecedarswaldorf.org/about-us-employment>
Please fill out the application and save before sending to ensure that your information reaches us.
2. Your resume
3. Names of three professional references