



## Development Associate

**Department:** Staff

**Reports To:** Director of Enrollment Management and Strategic Communications

**Hours/Type of Role:** Full-time, Exempt

**Managerial Role:** No

**Date Posted:** 10/27/2024

**Start Date:** January 6, or earlier

Since 1972, Giddens School has held an unyielding commitment to social justice and equity as a central guide to our work with children. As a school community, we have the foundation to push ourselves forward and engage justice and equity within and beyond the school walls. The years ahead present Giddens School with exciting and ambitious strategic initiatives.

Our children are the future. At Giddens School, we prepare them to meet the challenges and seize the opportunities to make a difference in the real world. It's our mission to develop academically and emotionally confident children who will advocate for themselves and others. Our extraordinarily independent school helps students to discover themselves and become who they can be.

We believe the best learning happens in a diverse, inclusive, and caring school environment. We care deeply about equity and authentically nurturing a diverse community. It's not enough to talk about it- we walk the walk in daily life at Giddens.

### Position Description:

The Development Associate is a full-time position responsible for community building events, and overseeing the school's fundraising efforts. This role is pivotal in advancing the school's mission by fostering an active and engaged community. The Development Associate is responsible for planning and implementing inclusive, equity-based community events, fundraising initiatives and campaigns, and for

developing relationships with community partners. In partnership with the Head of School, Director of Finance and Operations, Director of Enrollment Management, Board of Trustees and the Development Committee, this position supports the initiatives to foster community relations and community events.

## **Essential Responsibilities**

### **Community Relations**

- Demonstrate deep commitment to serving a school with a social justice mission and skills to engage community and all stakeholders to foster belonging and advance equity.
- Build positive relationships with all stakeholders
- Coordinate, and manage development-focused school events, including Annual, Spring Fundraising Event, and Generations Day.
- Support and collaborate with colleagues on community building events.
- In collaboration with the Head of School, lead and guide the Giddens Community Association (GCA) and classroom representatives on community-building opportunities.
- Develop and cultivate community partnerships that provide students with Service Learning opportunities.
- Coordinate volunteer opportunities at the school.
- Represent and contribute positively to developing and sustaining a positive school-wide culture that promotes the values of the school.
- Promote and purchase Giddens gear to sell at school events.

### **Fundraising Initiatives**

- Lead and execute event production for the annual fund initiative and the spring fundraiser (auction) event.
- Acknowledge all donations and update the donor database regularly with incoming gifts, pledges and critical donor information.
- Partner with the Head of School to steward relationships with individual donors for donations and gifts-in-kind throughout the year.

## **Working Relationships**

- Senior Leadership Team
- Faculty, Staff, and Administrators
- Business Office & Technology Staff
- Giddens School Board of Trustees

- Giddens School Advancement Committee
- Current and alumni families
- Prospective Families

## Qualifications and skills

- All candidates must demonstrate competencies to advance the school's commitment to equity and justice.
- A desire to work in a diverse community
- Strength in interpersonal skills by building genuine and longstanding relationships with a range of community members, volunteers, and other key stakeholders
- At least 3 years of community engagement, development, event planning, or fundraising, nonprofit or school experience preferred
- Excellent written and verbal communication skills
- Demonstrate strong attention to detail
- Ability to manage multiple projects, problem-solve, and meet deadlines
- Maintain a high level of confidentiality and professionalism at all times
- Ability to work flexible hours including evenings and weekends, as needed
- Proficient in database management, including querying and reporting from relational databases
- Bachelor's Degree
- Proficient in Google Suite, Microsoft Office, particularly Word and Excel

*This description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.*

## Compensation and Benefits

The yearly salary range is \$68,000 to \$75,000 depending on education and experience. Giddens School offers a mission-focused school culture, generous time off, a comprehensive benefits package that includes medical, dental, and vision insurance, short-term and long-term disability, and retirement, a commitment to professional development, and a diverse school community.

## Application Process

Please submit a cover letter and resume to [employment@giddensschool.org](mailto:employment@giddensschool.org)

## Equal Opportunity Statement

Giddens School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, gender identity, national origin, age, disability, genetic information, veteran status, marital status, sexual orientation, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, or honorably discharged veteran or military status or any other characteristic protected under federal, state, or local anti-discrimination laws. The school's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment.