



Community Engagement Coordinator

Department: Staff

Reports To: Director of Finance and Operations

Hours/Type of Role: Full-time, Exempt

Managerial Role: No

Date Posted: 6.27.24

Start Date: 8.12.24

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.

Giddens kids are prepared for the real world—how to understand it, navigate it, shape it, and thrive in it. We have designed our values, curriculum, admissions process, learning approach, and family support with social awareness and community at the core.

Our educators know that developing a moral compass is as powerful as building a strong academic foundation. We educate the whole child by innovatively integrating emotional learning, academics, and social justice perspectives to help students become engaged, connected, and empowered to contribute and participate.

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.

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.

The Community Engagement Coordinator 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 Community Engagement Coordinator 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

- Plan, coordinate, and manage recurring and one-time school events, including but not limited to: community coffees, graduation, March for Peace and Justice, Generations Day, Parent Education series and other community events throughout the year.
- Support and collaborate with colleagues and campus partners to identify event vision, goals, communication needs, roles and responsibilities, timelines, program outlines, and the run-of-show for respective events.
- Create event messaging and communications for all annual events and collaborate on all community-building messaging and communications materials to current families, alumni families, and community members.
- Lead and guide the Giddens Community Association (GCA) on community-building opportunities.
- Coordinate volunteer leadership opportunities at the school.
- Develop community partnerships that provide students with Service Learning opportunities.
- Promote and purchase Giddens gear to sell at school events.
- Represent and contribute positively to developing and sustaining a positive school-wide culture that promotes the values of the school.

Fundraising Initiatives

- Work closely with the Head of School, Director of Finance, and Development Committee to develop and execute comprehensive fundraising strategies to achieve annual fundraising goals through donor research and cultivation.
- Partner with the Head of School to steward relationships with individual donors for donations and gifts-in-kind throughout the year.
- Acknowledge all donations and update the donor database regularly with incoming gifts, pledges and critical donor information.
- Lead and execute event production for the annual fund initiative and the spring fundraiser (auction) event.

Working Relationships

- Senior Leadership Team
- Faculty, Staff, and Administrators
- Business Office & Technology Staff
- Giddens School Board of Trustees
- Giddens School Development Committee
- Current and alumni families
- Prospective Families

Qualifications and skills

- All candidates must demonstrate a commitment to the school's mission, values, and philosophy, especially related to diversity, equity, and inclusion
- A desire to work in a diverse community
- Bachelor's Degree
- At least 3 years of community engagement, development, event planning, or fundraising, nonprofit or school experience preferred
- Proficient in Google Suite, Microsoft Office, particularly Word and Excel
- Proficient in database management, including querying and reporting from relational databases
- Excellent written and verbal communication skills
- Demonstrate strong attention to detail
- Ability to manage multiple projects, problem-solve, and meet deadlines

- Strength in interpersonal skills by building genuine and longstanding relationships with a range of community members, volunteers, and other key stakeholders
- Maintain a high level of confidentiality and professionalism at all times
- Ability to work flexible hours including evenings and weekends, as needed

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

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

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.