



Job Announcement: Development Manager

The Walden School (waldenschool.org) seeks a Development Manager to join the School's dynamic, fun, and collegial San Francisco-based administrative team. The Development Manager, with the Executive Director and Board's Development Committee, helps lead the School's annual fund and overall development effort. The ideal candidate is highly collaborative, exceptionally organized, has excellent persuasive written and oral communication skills (including communicating in email/online, letter, telephone and in-person formats), and is an excellent project manager. The position requires enjoying interacting with people of many different backgrounds and age groups. Also required is a sense of humor, flexibility, fine attention to detail, and being a fast learner. Personal qualities of the successful candidate will include curiosity, warmth, resourcefulness, integrity, discretion, and personal and professional responsibility.

Candidates should be excited by Walden's mission and programs and be interested in partnering with the Executive Director, the Administrative Assistant, the Board of Directors, and on occasion, program faculty & staff, in securing resources for the organization and The Walden School's award-winning programs. An interest in music, music education, youth development, or another related field is desirable. Previous fundraising & development experience – while desired – is not required. More important than prior fundraising experience is a demonstrated passion for Walden's mission, vision, and values, our programs, and a sincere desire to learn all aspects of the role, contribute to the continued success of Walden, and grow in the position and with the organization. The position is located in the charming Glen Park village neighborhood of San Francisco, easily accessible to BART, Muni, and both the 101 and 280 freeways.

Duties & Responsibilities:

- Developing and executing the Annual Fund plan so as to generate approximately \$400,000 annually from a current donor base of nearly 500 donors, corporations and foundations;
- Maintaining and refining annual fundraising strategies, goals, and benchmarks;
- Managing annual fundraising activities, including mail/email/social media appeals, fundraising events, auctions, annual report, donor stewardship, and other donor cultivation/recognition projects, and spearheading new activities, where appropriate;
- Providing support to the alumni network to help achieve development goals, including planning, managing, and implementing of alumni reunions and periodic alumni engagement events;
- Compiling and distributing monthly email newsletter and accompanying webpage;
- With Executive Director, managing Walden's social media presence (private FB group, public FB page, Instagram page, and Twitter account);
- Writing and submitting proposals and grant reports to institutional donors, as well as researching and developing new foundation funding opportunities and relationships;
- Specific fundraising tasks include, but are not limited to:
 - Managing event preparations and operations
 - Maintaining donor records
 - Proofreading and editing documents
 - Processing, preparing, and mailing gift acknowledgments and managing donor correspondence



Job Announcement: Development Manager

- Soliciting new donors, lapsed donors, and implementing plans to secure increased gifts from current donors
- Maintaining and executing an effective and well-organized program for donor recognition and stewardship
- Maintaining files and records for donors, including paper and email correspondence
- Creating social media content for fundraising campaigns, alumni engagement, and event recruitment
- Supervision of fundraising-related activities of office administrative staff, including donor records, mailing projects, and gift receipts;
- Providing staff support to the Development Committee of the Board of Directors, including presentations of development and fundraising reports at committee and board meetings and taking committee meeting minutes and preparing committee reports;
- Preparation of regular fundraising reports for the Executive Director, Board committees, and Board of Directors;
- Draft, edit, and proofread written communications related to development and fundraising;
- Learning, maintaining, and updating the fundraising database, which has recently transitioned to Salesforce.com from Microsoft Access. Working with the Administrative Assistant, Executive Director, board, and other staff to develop reports and queries used for Walden's fundraising, marketing, and outreach activities.
- Supporting the Executive Director in fundraising tasks and representing The Walden School in a professional and positive manner.
- Other related projects, tasks, and duties as assigned by the Executive Director.

The Development Manager reports to the Executive Director. Some US domestic travel is required, including summer trips to New Hampshire while the programs are in session. Occasional work on evenings and weekends is anticipated, as projects and events require. This is a full-time, exempt position.

Requirements: Successful candidates must have received a Bachelor's degree or equivalent. Proficiency with Windows, MS Office (Word, Excel, PowerPoint, Outlook) and internet browsers (Chrome, Safari, Firefox, etc.) and other applications is required. Familiarity with fundraising databases is desirable. Familiarity with Salesforce, SurveyMonkey, Constant Contact, WordPress, and MS Access are preferred. Ability to lift 25lbs required.

Compensation: Salary, 3 weeks paid vacation, 10 federal and personal holidays, and a flexible work schedule are offered. Some telecommuting is possible, 1-2 days per week. While medical, dental, and other health benefits are not offered, an annual health benefit stipend is provided.

To Apply: Please send a cover letter, current resume and writing sample (donor solicitation, grant application, newsletter sample, or other similar correspondence), to Seth Brenzel, Executive Director, at jobs@waldenschool.org. *No phone calls, please.* The position is open until filled. We will review applications from interested candidates and contact you should we wish to arrange an interview. The Walden School is an Equal Opportunity employer.