

Development and Marketing Associate

The Development and Marketing Associate will support efforts to develop a culture of philanthropy including increasing funding, support and participation, enhancing the school's visibility, and enriching stakeholder experiences. Reporting to the Director of Advancement and Enrollment, the Associate will assist in and oversee a variety of development activities that will ensure the long-term sustainability and healthy growth of the school. This is a tremendous opportunity to support the development and marketing efforts in a highly regarded and growing organization, and to have a significant and meaningful impact on its future.

Responsibilities:

Fundraising and Donor Stewardship

- Support efforts to identify and cultivate prospective donors
- Support, track, and at times oversee, donor and gift management efforts, including drafting routine correspondence, such as acknowledgements and thank you letters
- Solicit, track and manage in-kind donations
- Contribute to the work of creating, growing and sustaining new fundraising initiatives and giving campaigns
- Provide support for grants program and assist in meeting grant submission and reporting deadlines

Marketing and Social Media

- Support strategic community outreach to educate stakeholders, raise funds, and create partnerships
- Assist in creation and distribution of appeal letters, press releases, website and portal content, emails, and marketing materials including managing and providing content for marketing channels

Events Management and Execution

- Project manage some events including volunteer oversight, identifying key deadlines, and developing work-arounds and contingency plans.
- Assist in the creation and implementation of special events including marketing, budgeting, production, and post-events workflows
- Provide support and sometimes manage event volunteers

Database Management and Analysis

- Support the management of the school's donor database and infrastructure to effectively maximize donor opportunities. This will include data entry, acknowledgements, queries, tracking, stewardship, and report building
- Assess data and reports, synthesize information and help identify trends.

Qualifications:

- Bachelor's Degree
- At least 2 years of work or related experience in nonprofit development or a related field
- Sophisticated knowledge of WordPress, social media, and other communications-related mediums.
- Excellent computer skills: MS Office Suite; email programs, social media applications; and database software video and photo editing software a plus.
- Highly motivated self-starter, with proven ability to manage multiple tasks and meet deadlines
- Detail oriented with proven project management skills
- Flexible team player with strong interpersonal skills
- Discretion when handling sensitive personal information about constituents
- Project a professional demeanor
- Strong written and verbal communication skills
- Availability to work evenings and weekends as needed during peak enrollment and events season
- Successful completion of background screening

How to Apply for our Career Opportunities:

We hope that you're interested. To apply, send a letter, your resume, and contact information for three professional references to office@phillywaldorf.com

Our school is an equal opportunity employer committed to diversity in its student body, faculty and staff. The school does not discriminate on the basis of race, color, sex, language, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status or any other legally protected class status. People demonstrating a commitment to diversity and multiculturalism in education are encouraged to apply.