

3411 Willamette St, Eugene OR 97405

541 345-7285, foundation@eugenevillageschool.org

**Job Title:** Development Director for Village School Foundation

**Reports to:** Executive Director **FTE:** .6

**Summary**

The Development Director devises and manages fundraising programs to attract the maximum gift support possible for the VS Foundation. This program will include annual fund solicitation; planned giving programs; development-focused events; corporate and foundation proposals; and planning for major capital gifts.

**Responsibilities:**

* Development and management of giving and capital campaigns
* Identifying and preparing funding proposals for projects, programs and operational needs
* Prepare funding proposals to support school operations
* Develop projects, access funding for those projects, and implement, and report on projects for which funding has been sourced
* Assist with project budget development
* Act as the funder’s primary contact for grant applications and project management
* Research grant opportunities, maintain calendars of grant proposal and grant report due dates
* Coordination of all outreach and promotional activities, including web site management, print materials production, press releases and media relations, and community presentations
* Develop and maintain community partnerships
* Assist class teachers and class parents with developing class fund-raising concepts.
* To serve as staff support for the Building Development and Fundraising Committees
* Liaise with The Village School and Foundation boards on projects and program priorities

**Qualifications:**

* Bachelor’s degree
* A minimum of three years experience in non-profit development and grant writing
* Excellent writing skills
* Ability to work independently with little supervision
* Proficiency in Microsoft Word, Excel, PowerPoint, Photoshop
* Exposure to Waldorf Education is desirable but not required

**Compensation and Benefits:**

This is a part-time (.6 FTE) salaried position with occasional evening and weekend hours. Annual salary is $22,600-$25,000 commensurate with experience. The position offers employer paid health and disability insurance, and defined contribution retirement benefits.

**Application:**

Job applicants should submit a cover letter, resume, and application with min. of 3 references to:

Village School Foundation or email to: foundation@eugenevillageschool.org

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Application can be found at [www.eugenevillageschool.org/pg1005.cfm](http://www.eugenevillageschool.org/pg1005.cfm)