



Development Coordinator Job Description

Coastal Sage Montessori is a Christian Montessori school serving students from 3 years old through eighth grade. Our mission is to offer a Christ centered Montessori education. Essential to truly educating the whole child is to nourish their spiritual lives. At Coastal Sage Montessori (CSM), we believe that each child is unique, made in the image of God and earnestly seeking to understand the world around them, who they are, are what they are made for. Our teachers act as guides helping our students to develop intellectually and spiritually. It is our goal to develop servant leaders who are bringing all they have to those around them and into the global community.

Position Overview

The Development Coordinator plays a critical role in designing and implementing the fundraising program at CSM. The Coordinator builds and strengthens relationships with the CSM community, engages constituents through meaningful events and opportunities, and excels in fundraising.

Responsibilities

The specific responsibilities of the Development Coordinator include, but are not limited to, the following:

- Work in partnership with the leadership team and volunteers to meet annual giving and participation goals;
- Design, oversee and implement the annual fundraising plan;
- Researching, drafting proposals and monitoring grant submissions to external organizations (e.g. foundations, corporations, etc.)
- Effectively create and utilize donor database and relevant tools to track outreach and actions;
- Ask for support (time, treasure and talent) over the phone and in person;
- Organizing events related to raising funds and/or recognizing donors, such as volunteer events, annual appeal, gala and auction, banquet dinner, and more;
- Drafting and distributing newsletter, donor thank-you

- letters, gifts, reminders, and receipts;
- Administering the fundraising databases and accurately tracking contributions, sending statements, collecting receivables and pledges;
- Confirming and following-up on transactions (deposits, matching gift contributors, credit card charges, pledges, naming opportunities, etc.);
- Attendance at external events or conferences on behalf of Coastal Sage Montessori;
- Preparing regular development reports, Board reports, tracking progress, results and statistics. Keeping the Head of school and school leadership well informed;
- Participate and engage in school life and adhere to school's mission;
- Create a Marketing Strategy to increase enrollment (which will include: developing a social media presence, marketing materials, researching in-person events to attend).
- Other duties as assigned.

Qualifications

The Development Coordinator should meet the following qualifications:

- Bachelor's degree in marketing, nonprofit management, business administration or related area of discipline;
- Excellent written and verbal communication skills along with strong administrative and computer skills;
- Excellent interpersonal skills, allowing him/her to solve problems and work effectively with colleague and constituents;
- Minimum of 3 years of fundraising, relationship-oriented sales or alumni relations experience;
- Experience working with sales or donor database systems, preferred;
- Experience working with and managing volunteers;
- Demonstrated effectiveness at soliciting donations and/or various kinds of support;
- Excellent organizational skills, ability to prioritize and multitask in a fast paced environment and understanding of the value he/she brings to the organization (especially during peak periods);
- Creative, flexible, thrives in a dynamic working environment;
- Ability to meet deadlines and handle confidential matters discreetly and works with a sense of urgency.

Pay Range

Annual Salary: \$65,000

How to Apply

Qualified applicants should send a **cover letter and resume** to the
Juan Castañeda email: juan@ch-llp.com