

## SEVEN PEAKS SCHOOL JOB DESCRIPTION

<u>JOB TITLE:</u> Fundraising Coordinator	<u>JOB REPORTS TO:</u> SPS Board of Directors
<u>STATUS:</u> Exempt, Part-time	
<u>SALARY:</u> \$25,000/year	<u>DATE PREPARED:</u> August 1, 2008

**POSITION SUMMARY:** Supervise and manage all aspects of all Seven Peaks School fundraisers, including but not limited to the Annual Giving Campaign and Annual Auction, and provide continued support of all SPS fundraising goals. Includes regular reporting to the Board of Directors (Board), ongoing oversight of parent volunteers, and communication responsibilities to SPS community.

### PRIMARY RESPONSIBILITIES/FUNCTIONS (general % of work time)

60%	Work with Board to develop, adopt and carry out SPS yearly fundraising goals and specific plans. Identify and recommend to Board fundraising events, dates, and resources reasonably expected to advance SPS strategic plans. Develop budgets for fundraising activities and present to Board for approval. Work closely with SPS parents and Administration on design and planning for specific fundraising tactics. Recruit, train and supervise parent volunteers and other personnel necessary to carry out high quality, successful fundraising activities. Oversee the coordination, writing and production (through memos, publications, brochures, posters, email and other mediums) of advertising and support documentation for all fundraising events. Work closely with third party event coordinators at outside facilities. Supervise collection of funds, appropriate expenditures, and proper allocation of revenue. Regularly report fundraising status to Board.
20%	Ensure consistency of SPS fundraising messages. Assist SPS Administration in the writing of letters, articles and updates to the SPS community. Develop, maintain and strengthen relationships with existing and potential fundraising partners. Develop and maintain Fundraising Planning Kit materials.
10%	Provide support to the development of methods used to preserve, maintain and enhance the Schools fundraising philosophy through training of new families, fundraising volunteers and general school community.
10%	Provide support to SPS community regarding miscellaneous fundraising requests and projects with strategic fundraising goals in mind.

## MINIMUM EDUCATION & SKILLS REQUIRED

<b>Educational/Experience Requirements:</b> Bachelor's degree and at least three years of applicable experience.
<b>Required Technical Skills/Knowledge:</b> Exceptional oral and written communication skills with thorough understanding of Microsoft Word, Publisher and Excel. Must have experience with Gift Trak and AuctionPay software. Willingness to take responsibility for learning how to process credit card donations.
<b>General Knowledge and Abilities:</b> Ability to establish and maintain cooperative working relationships and work effectively in a team; ability to multitask and utilize time effectively; ability to plan and accomplish goals; ability to meet deadlines. Must possess a deep appreciation for (and ability to manage) complex communication and community relations issues related to fundraising. Understanding of technical aspects of foundation grants preferred.
<b>Physical Requirements:</b> Frequent sitting and fingering; ability to move around and between offices and fundraising locations.
<b>Work Environment:</b> Office, non-manual work.

**This job description is not all inclusive and is subject to change. Additional duties and tasks may be assigned, as necessary. Employment remains "AT WILL" at all times.**

The Fundraising Chair will use **Gift Trak** and **AuctionPay software**. They also need to be able to use **Microsoft Publisher, Word, and Excel Spreadsheets**. They need to be able to process credit card transactions. This person will need to lead parent volunteer committees and individuals to carry out all fundraising activities.