



Job Opening: Development Manager For school year 2018-19

Olympia Waldorf School is seeking a self-motivated individual that can further our mission at the school through fundraising and marketing the school in the community. This development role encompasses the coordination and growth of fundraising efforts at the school, marketing and outreach in a way that represents the values of the school, and managing our community relations. This position will work closely with the school's Enrollment Manager, and Head of School to ensure a consistent message is being presented in the community, and would be primarily responsible for our outward facing publications. This position is a salaried .5 FTE position which would average 20 hours per week, with an estimated start date of July 2018.

Required Experience and Qualifications: Experience in development, advancement or fundraising is desired. This position will require strong communication skills, both written and verbal, organization skills, ability to complete data entry efficiently and accurately, and flexibility to meet a variety of deadlines and expectations.

About the School: Olympia Waldorf School serves approximately 150 students from preschool through eighth grade. Our faculty is comprised of three early childhood teachers, eight grades teachers, and four specialty teachers. We have graduated twelve classes from Grade 8. A full administrative staff manages the daily activities of the organization. Olympia Waldorf School is fully accredited by the Association of Waldorf Schools of North America (AWSNA). Olympia Waldorf School is situated on four acres of field, garden, and woodland in semi-rural East Olympia. Our campus includes Prairie Hall, a historic school building built in 1916, a modern Middle School building, and a charming Kinderhaus. Our community is warm, welcoming, and fully participates in the life of the school.

Our Capitol City: Olympia is nestled at the southern tip of Puget Sound and boasts access to a large network of saltwater bays, channels, inlet and coves, as well as the rain forests, mountains, coastal beaches, and parks of the nearby Olympia Peninsula. The Cascade Mountains, including beautiful Mt. Rainier, are just an hour or two away. If you are interested in climbing, skiing, hiking, kayaking, sailing, fishing, boating, or any outdoor pursuits, there is much to offer here. Washingtonians enjoy four distinct seasons and are appreciative of the natural world and all that it has to offer.

Compensation: Compensation includes increments for relevant experience, as well as partial tuition remission.

Hiring Process: Interested candidates are asked to submit a resume, letter of interest, and 3 professional references (including 2 in a supervisory position) to dkehoe@olympiawaldorf.org. We encourage you to visit our website to learn more about our school at www.olympiawaldorf.org.

OWS is an Equal Opportunity Employer and maintains a strict policy prohibiting all forms of unlawful discrimination based on race, religion, national origin, ancestry, citizenship, pregnancy, physical or mental disability, marital status, sexual orientation, gender identification, color, age, or any other characteristic protected by applicable local, state or federal law in its hiring and employment practices.