

ASSOCIATE DEVELOPMENT COORDINATOR

Employment Posting:

Tara is seeking an interested, motivated, flexible and capable individual to work with our long-time head of development (and co-founder of the school). This person will learn, take responsibility for and expand on our current fundraising and development goals and also establishing firm steps toward long-term financial sustainability as our co-founders move into retirement. Over the next three years, we hope for this individual to become fully responsible for defining, directing and executing all fundraising and development goals and activities at Tara. The Development Coordinator must also collaborate strongly with the Leadership Council, the Board of Trustees and volunteers, including those who serve on the Development Team.

Successful candidates must:

- Be willing to learn about, articulate, and celebrate the transformative experience that a Tara High School education is, including the role of performing arts, travel, the festivals, the substance agreement and honor code, experiential education and the Waldorf curriculum.
- Have the openness to and ability to learn and implement what the current head of development has been able to effect to date, to collaborate supportively with her while also introducing ideas for change that both align with Tara's approach and add to the efficiency and results of fundraising in a very challenging time.
- Be capable of confidently approaching prospective donors with openness, warmth, enthusiasm and the belief that supporting Tara is an opportunity to contribute to the betterment of humankind through supporting this education.
- Demonstrate good writing skills for communicating clearly with prospective donors, colleagues and related organizations.
- Be able to create electronic mailings that are aesthetically aligned with Tara's carefully curated image, to track communications and campaign progress, and to communicate within and outside the organization. (Google Shared Files, Google Docs and Sheets, Gmail, MailChimp, InDesign, Microsoft Word and Excel are used by Tara.)
- Show the capacity to generate, research, recognize and implement creative fundraising and development opportunities.

This position is part-time, approximately 20 hours per week. Compensation is dependent upon experience. Tara provides a working environment that is flexible, encourages teamwork and recognizes high-quality work. Tara Performing Arts High School is an equal opportunity employer. We are committed to an inclusive and welcoming environment, and we extend the same rights and privileges to all prospective and current employees. Tara does not discriminate on the basis of race, color, national origin, gender, gender expression, gender identity, sexual orientation, pregnancy, age, religion, disability, medical condition, marital status, citizenship status, military service status or other basis prohibited by law.

To apply, please send a letter of interest, a resume or CV, and the contact information for at least three references who can speak in reference to the above qualifications specifically. These materials can be emailed to office@tarahighschool.org or sent by post to Tara Performing Arts High School at 4180 19th Street Boulder, CO 80304.

Job Description:

Key Qualifications

- Honesty, trustworthiness and discretion
- Passion for Tara's mission and program
- Capacity to learn and to clearly articulate Tara's strengths and needs in an inspiring manner
- Strong interpersonal skills and authentic interest in people; comfortable meeting and working with new people/potential donors; skilled at establishing and cultivating strong relationships with colleagues across different levels of the organization
- Willingness to work with guidance/training
- Ability to work independently and as part of a team with collaborative input from many sources
- Commitment to professional standards and accountability
- Strategic and creative thinking
- Polished public speaking skills
- Excellent communication skills, both written and verbal
- Outstanding planning skills; ability to set work priorities and manage tasks to meet deadlines in an organized manner
- Facility for keeping one's self up-to-date on school history and current events as well as social, political and newsworthy topics
- Strong computer skills (including Google Shared Files, Google Docs and Sheets, Gmail, MailChimp, InDesign, Microsoft Word and Excel) and the capacity to identify and learn new systems that will support the fundraising program

Specific Duties

This position is responsible for working closely with the existing Development Director to create, manage and implement all aspects of Tara's fundraising and development, which includes, but is not limited to:

- **Create and implement an overarching fundraising plan** - including long-term and annual fundraising goal development. This plan should be specific and actionable, providing the steps to allow Tara to meet its fundraising goals. Oversee review, annual update and finalization of the plan with the fundraising committee and the Board of Trustees.

- **Cultivate major donors and make direct “asks”** - define specific plan for requests of major donors, including how to best cultivate each donor over time and maximize the relationship.
- **Research and apply for grants** - identify foundations with potential to support Tara, work to develop and maintain strong relationship with granting foundations, complete grants and oversees volunteers to complete grants annually, adhering to deadlines and grant requirements
- **Coordinate annual fundraising campaign and direct mail campaigns** – Identify and implement optimal approaches for the annual fundraising campaign and other direct or electronic mailings or communications.
- **Oversee fundraising events** - such as silent auction, community gratitude events, etc.
- **Develop long-term sustainable fundraising and development plans** - such as debt elimination, capital campaigns and endowment funds
- **Manage donor database** - Ensure an effective donor database (current, past and potential donors) is utilized and maintained.
- **Manage volunteers and fundraising/development events** – Cultivate, inspire and guide qualified volunteers to participate in specific fundraising activities
- **Other as agreed upon**