

ADVANCEMENT DIRECTOR

Bright Water Waldorf School seeks an experienced administrator to serve as its Advancement Director. The Director thinks strategically and practically to implement a comprehensive advancement plan that includes integrated enrollment management, fundraising, communications and marketing objectives. The Director is responsible for collaborating with the administrative team to tell a compelling story about Bright Water's mission.

A Successful Candidate

- Has demonstrated success in independent school enrollment management, fundraising, communications and marketing
- Is a strategic thinker in all areas of advancement with expertise in long-range planning
- Has experience in the design and implementation of cultivation, solicitation and stewardship strategies for prospective donors
- Can compile and analyze data trends and projections, and effectively share findings with the administrative team and Board, as needed
- Maintains high standards of professionalism, organization, accountability and confidentiality
- Has outstanding written and verbal communication skills
- Has knowledge of Waldorf education and/or the Seattle independent school market
- Works well collaboratively as well as independently
- Is detail and results oriented
- Enjoys overcoming challenges and implementing change, all while maintaining a good sense of humor

Responsibilities Include

Enrollment Management

- Identifying and recruiting mission appropriate students to ensure that strategic enrollment management goals are met
- Developing and implementing an annual enrollment management plan that includes daily operations, elevates diversity, equity and inclusion, and fosters collaboration and data-driven decision-making
- Engaging the school community – faculty, staff, Board, parents and other volunteers – in admissions programs
- Tracking, evaluating and reporting recruitment, enrollment, and retention data using the school database (InResonance)

Development

- Developing and implementing an annual development plan that includes daily operations, elevates diversity, equity and inclusion, and fosters collaboration and data-driven decision-making
- Collaborating with faculty to ensure fundraising activities align with the principles of Waldorf education and Bright Water Waldorf School
- Designing communication strategies to ensure that Bright Water families are well informed about events, activities, changes or additions to policies, faculty and staff

Advancement

- Providing leadership and support to the Head of School, Board, parents and other volunteers to increase their capacity to be effective admissions and fundraising advocates for Bright Water to build a culture of philanthropy in the school community
- Developing and assessing the effectiveness of the Bright Water brand
- Coordinating and participating in all recruitment and fundraising events including the development of materials, marketing, social media, and advertising
- Effectively communicating the school's mission, philosophy, values, and programs to prospective families and the broader community
- Participating in all Board committees related to admissions, fundraising, marketing and communication
- Actively contributing to the success of the entire administrative team

Qualifications/Skills

- Bachelor's degree
- Three or more years of admissions and/or development experience as a director or assistant
- Very comfortable with and able to learn new technology
- Able to work evenings/weekends as needed in the execution of advancement events and responsibilities
- Demonstrated strengths in interpersonal skills, collaboration and initiative

Our School:

Mission: Cultivating Creative Minds, Capable Hands and Compassionate Hearts

Founded in 1998, Bright Water Waldorf School is located in an historic landmark building on Capitol Hill. We have an enthusiastic, supportive parent group, a student body of about 175, and 37 experienced faculty members.

Bright Water Waldorf School welcomes, values, and supports racial, religious, economic, and cultural diversity. Our school seeks a diverse faculty and student body and is committed to having our school reflect the abundant and changing diversity of the United States. We

welcome, value, and support single, dual, or multiple parent households and LGBT parents, faculty, and/or students.

Please submit your resume, letter of interest, and three references to hr@brightwaterwaldorf.org. Please use "Advancement Director" in the subject line.

Equal Opportunity Policy

It is the policy of our organization to provide equal opportunity for employment and advancement to qualified individuals with regard to all terms and conditions of employment. The organization complies with federal and state laws prohibiting discrimination on the basis of race color, religion, sex, national origin, ancestry, sexual orientation, marital status, political affiliation, disability, veteran status, age, or any other status protected by local, state, or federal law.