

WESLEYAN SCHOOL

Development Associate

The development associate is a twelve-month position that reports directly to the director of development and works with all members of the development team in carrying out the school's goals for fundraising. The mission of development at Wesleyan School is to build, sustain, and manage relationships to further the Christian mission of the school.

RESPONSIBILITIES:

- Assists the development team in soliciting Wesleyan Fund gifts from alumni and current parents.
- Active member of the team to maintain parent participation of at least 95% in annual giving.
- Works with the director of alumni to develop an ongoing alumni giving program that connects alumni with fundraising and increases the profile of the school amongst the alumni.
- Attends monthly development committee meetings and assists in the weekly follow up with committee members to aid in their solicitation of parent donors.
- Attends all New Parent Coffees and aids in the engagement, education, and solicitation of attendees.
- Serves as the point of contact and collaborates with the director of special events and the director of development in the planning of John Wesley Day.
- Participates in the execution of all on and off campus alumni and development events.
- Willing to become fully immersed in the Wesleyan culture and community to build relationships and increase students' and families' understanding of the role of the development office and the overall importance of fundraising.

QUALIFICATIONS:

- Enthusiastic and passionate about Wesleyan School and its Christian mission; energetic, goal driven, self-starter; an understanding of a K-12 independent school; team player; encourager; and attention to detail.
- Grounded in the Christian faith.
- Bachelor's degree required.
- Ability to articulate the school's message for philanthropic support.
- Strong interpersonal skills with the ability to articulate ideas clearly, both orally and in writing.
- Ongoing commitment to professional growth and development.
- Organized and efficient; capable of managing multiple projects with competing priorities.
- 1 – 3 years of experience working in a fundraising or non-profit environment, independent school, or related field.