

## **Community Development Manager Job Description**

Part-time contract position (15 hours/weekly) - June 23, 2023

Reports to the Director of Advancement

The Community Development Manager is responsible for developing a healthy school economy and community by serving as a liaison to the Parent Council, helping promote community building and pedagogical activities, fostering a greater understanding of Waldorf education within the parent community, and supporting Board fundraising activities to support the mission and vision of the school.

### **Parent Relationships**

Learn the talents of our parent body to understand who is in our school community and where we may call on our parent body for volunteer opportunities for school sponsored events.

Attend monthly PAC meetings to provide guidance and represent Whistler Waldorf School when working with the Parent Council.

### **School Sponsored Events**

Support event planning and execution of the May Faire, Grade 8 & 12 projects, Grade 7 Moving-up ceremony, graduation ceremony, graduation dinner, ski-a-thon and gala.

- Support may include creating a show flow, ordering required items (e.g. flowers), instructing parents on set-up, etc.
- Attend the event to direct
- Help build a sub-committee to carry out required work; help supervise volunteers
- Ensure all legal permits and licenses are acquired prior to events (e.g food permit)
- Evaluate effectiveness of events by completing event debriefs
- Ensure that our school has process for providing recognition of all volunteer efforts and projects and maintain a high level of accountability for all assignments

### Qualifications

- Bachelor's degree
- A minimum of 2 years experience in fundraising/event planning related roles
- Excellent interpersonal, written and verbal communication skills as well as a proven ability to work with colleagues and stakeholders at all levels
- An understanding of independent school culture
- Knowledge of Waldorf School principles preferred

Please submit a cover letter explaining your interest and experience in this position, a current resume and contact information for two references to Director of Advancement, Jen Dodds at [jen@whistlerwaldorf.com](mailto:jen@whistlerwaldorf.com)