

Rivendell School seeks an experienced **Development Officer** to join our community. At Rivendell, we believe every child and every team member is unique. We take an individualized approach to education which focuses on the progress of each child rather than on the class average. We are a long-standing, independent, tuition funded elementary and preschool, in Fort Collins, Colorado.

Our diverse and inclusive environment is a big part of what makes the Rivendell experience so unique and enriching. At Rivendell School, we prioritize creating an inclusive environment where every individual feels valued and respected. We recognize the importance of embracing diversity and engaging with multiple perspectives. Our focus is on building cultural bridges and empowering our students to develop their heads, hearts, and hands. We believe in co-responsibility, where each member of our community plays a vital role in fostering a welcoming and supportive atmosphere for all.

Rivendell provides a comprehensive package of total value:

- Estimated base pay will vary depending on experience / part-time / 12 months per year
- 401k plan and potential employer match
- 7 PTO days/hours
- Tuition remuneration (tuition and summer camp discounts)
- 20 plus paid holidays
- Medical, vision and dental insurance (effective in your 2nd month of employment)
- Additional compensation for extended care, enrichment camp, summer camp and stipend-based opportunities
- Short-Term and Long-Term Disability coverage
- Life Insurance AD&D
- Professional Development annual funding
- HRA and/or HSA employer contribution

About the role:

The Development Officer (DO) plays a pivotal role in advancing Rivendell's mission through diverse funding streams. The DO is the school's fundraising strategist, a leader in donor cultivation best practices and drives the implementation of all fundraising. The position raises funds and builds donor relationships that will be used to advance Rivendell's mission and philosophy. The position manages all fundraising and advancement programs including major and planned giving, annual fund, alumni and parent engagement, and donor stewardship.

What you will be doing:

- Represent and demonstrate Rivendell's core values, mission and philosophy in all aspects of Development and Advancement activities.

- Develop and execute an annual plan to identify, cultivate, solicit, and steward donor prospects at all giving levels; expanding the school's fundraising capacity.
- Track results and provide accurate reports on revenue generation and relevant development expenses; communicate to Board as needed.
- Own all aspects of events related to fundraising, donor awareness, parent fundraising, etc.; also attend other school events and meetings as necessary (some outside standard school hours).
- Works with Marketing and Communications team members to create strategic and tailored outreach to the broader Rivendell and Northern Colorado community; may include social media, print and digital materials, event promotions, advancement webpages, etc.

What we are looking for:

- Ability to lead successful efforts with fundraising, public relations, and alumni relations.
- Ability to lead in a diverse environment, specifically upholding Rivendell values related to Diversity, Equity and Inclusivity.
- Understanding of the independent school landscape and corresponding fundraising climate within the Northern Colorado region.
- Understanding of prospective funding source motivations and barriers to be overcome.
- Demonstrated ability to thrive both in a team environment as well as working autonomously; capable of self-motivation and follow-through.
- Ability to educate all stakeholders (team members, board, parents, community, etc) on the 'why and how' behind philanthropy.
- Minimum of 5 years of demonstrated success in development, advancement and fundraising initiatives.
- Development, advancement and fundraising experience ideally in a mission driven, independent school environment or a non-profit organization.
- Bachelor degree not required but education preferred in communication, sales, business management or education.

Salary Range: \$65,000-\$81,000 12 month position 3/4 time.

Please note this job description is not a comprehensive list of activities, duties, and responsibilities required of this position. For more information on Rivendell School, including how to apply, please visit <https://www.rivendell-school.org/about-us/employment/> or send email to employment@rivendell-school.org with any questions. Application window is anticipated to close on or around April 30th.