



Development Coordinator, Berkeley, CA.

Classification:	Non-Exempt
Employee Type:	Full-time
Direct Supervisor:	Director of Development
Location:	Lower School, Heinz Campus
Minimum Educational Requirement:	Bachelor's degree preferred
Work Experience Requirement:	3 years experience in fundraising, event planning, or education preferred
Start date:	January 2019
Application Deadline:	January 4, 2019

Position description

EB is seeking an enthusiastic and highly motivated Development Coordinator to join its Development team. The Development Coordinator is an integral part of the Development team, working closely with the Director of Development to manage all aspects of the school's multiple fundraising campaigns, community building events, department communications, and alumni relations. The ideal candidate will have experience in event planning or fundraising, will be extremely organized and detail oriented, and possess strong interpersonal and communication (particularly writing) skills. Non-profit experience, experience in a school setting, and fluency in French are preferred. We are a small team where everyone wears many different hats and pitches in where necessary. The position is available beginning January 2019.

Job Responsibilities

- In partnership with the Director of Development, develop and manage the school's yearly Annual Fund Campaign, including establishing and maintaining systems for solicitations, volunteer management, and cultivation and stewardship of donors
- Act as a key member of the annual Gala and Gourmet Week planning teams; collaborate with the Director of Development and Gala/Gourmet Week chairs; attend regular meetings, manage event volunteers, provide logistical and administrative support
- Take the lead on important community and cultivation events throughout the year, including First Friday Coffees, Family & Friends' Day, Run-a-Thon, and La Place du Marché
- Under the guidance of the Director of Development, prepare department communications including campaign and event materials (solicitations, thank yous, event updates, etc.), and quarterly communications to targeted constituencies (grandparents, alumni, past parents, etc.)

- Assist the Director of Development in promoting a robust alumni program and finding new ways to involve and engage EB's alumni students and families
- Collaborate with the Parents' Association (PA) to implement community events and train volunteers as needed
- Work with the Development team to produce the school's Annual Report publication

Qualifications and desired personal qualities:

- Bachelor's degree or equivalent combination of education and experience
- Three years experience in fundraising, event planning, or education preferable
- Excellent written and verbal communications skills
- Excellent interpersonal skills, as well as experience working effectively with volunteers; respect of confidentiality a must
- Ability to manage several projects simultaneously and to work under pressure both independently and in a small team environment
- Highly organized, detail-oriented, flexible
- Excellent computer skills, Raiser's Edge experience a plus
- Fluency in French preferred
- Some evening and weekend requirements to assist with school or community events
- Candidate must be able to lift and carry up to 30 lbs.
- Candidate with a car and a valid driver's license and insurance preferred

The above responsibilities are subject to the general duties and responsibilities contained in the employee's Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It also requires the ability to lift and carry items weighing up to 30 pounds unassisted. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Compensation and Benefits:

The appointment is a full-time, year-round, non-exempt administrative position with comprehensive health and dental plans, a 401K matching plan, and generous paid time off.

Application Process and Required documents:

In order to complete the application process, interested candidates must provide the following documentation **by January 4, 2019**.

- A resume
- A cover letter
- A completed and signed EB job application with a minimum of three references (name, address, phone number and email address). The application form can be found at www.eb.org

All inquiries and nominations are kept confidential. Please send documentation to developmentposition@eb.org (Attn: Mei-Lin Ha Byers, Director of Development) please mention "Development Coordinator Position" in the subject line. No phone calls please. You may visit our website at www.eb.org to learn more about our school and programs.

Ecole Bilingue de Berkeley

Mission Statement: Ecole Bilingue de Berkeley nurtures creative, multilingual learners, equipped to confidently embrace the delights and challenges of an interconnected world.

Founded in 1977, Ecole Bilingue de Berkeley has a long history of excellence in bilingual education in the Bay Area. EB is a preschool to 8th grade French-American school located in West Berkeley. As a recognized leader in international bilingual education, EB integrates the rigor and excellence of a French curriculum into a dynamic, whole-child education, imbuing students with tenacity, cross-cultural fluency, a deep intellectual capacity and vast stores of kindness. EB's immersion program is taught by caring and committed teachers, supported by a dedicated staff. EB's core values are Unity, Reflection, Integrity, Zeal, and Endeavor.

Ecole Bilingue de Berkeley is an Equal Opportunity Employer that does not discriminate against any applicant on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, veteran status, generic information or any protected class prohibited by law.