

# Employment Opportunity

The Cambridge School



---

Position Title    **Development Coordinator**

---

Location        The Cambridge School, San Diego, California

---

Reports To      Director of Advancement

---

Job Type        Full-Time Position

---

Salary Range    \$50,000 - \$75,000 depending on experience

---

## About The Cambridge School

If you're looking for a meaningful vocation that seeks to form young people to live flourishing, eudaemonic lives while collaborating with thoughtful, mission-focused colleagues in an intentional community of faith and learning, The Cambridge School in beautiful San Diego, California, might be just the place for you!

We are a JK-12th grade Classical Christian school that is 18 years old and thriving. We are committed to equipping students to think well, love rightly, and live wisely through an educational model that is rooted in historic Protestantism and the best of the classical tradition. Our mission embodies a dedication to shaping students' affections towards the true, good, and beautiful by providing them with an education that is formative and not merely informative. While this is no easy task in our day and age, together we are faithfully seeking to cultivate wisdom and virtue in our students through our academically-vigorous and spiritually-robust community of faith and learning. If this resonates with you, please go to our school website at [www.cambridgeclassical.org](http://www.cambridgeclassical.org) to learn more and apply!

## Position Overview

---

The Development Coordinator is involved in a range of responsibilities related to cultivating donor relationships, community communications, and developing overall support to accomplish our mission. This person plays a crucial role in securing the financial resources required for the school's long-term sustainability. Effective communication, relationship-building, and strategic planning are key skills for success in this position.

## Essential Duties and Responsibilities

---

1. **Event Planning:** Organize and manage development events, such as small group events, galas, auctions, and donor appreciation events. Ensure these events are well-executed and contribute to the overall fundraising goals and build engagement with various constituencies.
2. **Database Management:** Maintain accurate and up-to-date records of donors and contributions using a donor management system. Use data to analyze giving trends and inform future strategies.
3. **Stewardship:** Assist in effective stewardship programs to acknowledge and recognize donors. Ensure that our community is appreciated and our gratitude is communicated well.
4. **Communications and Marketing:** Work closely with the marketing team to develop communication materials that effectively convey the school's mission and development goals.

## **Essential Duties and Responsibilities continued**

---

5. **Alumni Relations:** Develop and maintain a plan to build strong relationships between key administrators with alumni and alumni parents, encouraging their involvement and financial support. Create programs and events to engage alumni and alumni parents to stay connected.
6. **Collaboration with School Leadership:** Work closely with the Chief Advancement Officer to assist in development responsibilities.
7. **Giving Strategy:** Assist in developing and implementing a comprehensive giving strategy aligned with the school's mission and goals in coordination with the strategic plan, the Head of School, and the Chief Advancement Officer. This may include annual fund campaigns, capital campaigns, alumni relations, and planned giving.
8. **Community Cultivation:** Facilitate opportunities to build relationships with potential donors, including current families, friends in the community, foundations, alumni and alumni parents.

## **Requirements**

---

- A bachelor's degree in a relevant field such as Business Administration, Marketing, Communications, or a related field is highly preferred.
- Strong verbal and written communication skills are essential for building relationships with donors, alumni, and other stakeholders.
- Ability to establish and maintain relationships with potential donors and supporters.
- Commitment to high ethical standards, including confidentiality and transparency in fundraising activities.
- Ability to take initiative, be proactive, and work independently while also collaborating effectively with a team.
- Alignment with the organization's culture and values.

## **Benefits**

---

- Competitive salary based on experience.
- Attractive benefits package including health options, retirement plans, and more.
- Opportunities for professional growth and development.

---

## **How to Apply**

Interested candidates are invited to send a letter of interest, resume, and references to [careers@cambridgeclassical.org](mailto:careers@cambridgeclassical.org).

*The Cambridge School is an equal opportunity employer and welcomes candidates from all backgrounds who agree wholeheartedly with our Statement of Faith and our articulation of our mission.*

---