



## Special Events and Development Associate

The Raleigh School is an independent school providing excellent early childhood education for young children ages 18 months through 5<sup>th</sup> grade. Founded in 1952 as a parent cooperative, our mission and abiding values drive our daily actions, our strategic vision, and foster a strong sense of community year after year.

We are currently seeking a Special Events and Development Associate who will be a member of the TRS Development Team focused on advancing the school's community building and philanthropic work. This position requires a person who is self-motivated, detail-oriented, an effective communicator, energetic, and committed to the mission. General duties center around special event management and include alumni outreach, gift processing, database management, and other constituent-related communications.

The Special Events and Development Associate role is a flexible, part-time (24 hours a week), non-exempt position and reports to the Director of Philanthropy. Interested candidates should send a resume and cover letter to [hiring@raleighschool.org](mailto: hiring@raleighschool.org).

This position will be responsible for:

### Special Events

Oversee logistics and timelines for community events, including a fall carnival, annual auction, and Grandparents' Day. The Associate will work with parent volunteer committees to realize fundraising goals and our community objectives.

### Gift Processing

Using Raiser's Edge to monitor participation and assist with stewardship.

### Alumni Connections

Maintain alumni contact information and records, draft communications, including an electronic alumni newsletter, and coordinate events to keep alumni students and parents connected to the school following graduation.

### Database Maintenance

Ensure accurate, current records and provide reporting for fundraising campaigns.

### Constituent Communications

Work with the Director of Philanthropy to support the school community's philanthropic work.

Desired Skills and Qualifications:

- Ability to feel a commitment and passion for the mission of The Raleigh School.
- Experience with event management and donor stewardship.
- Ability to maintain a high level of confidentiality.
- Strong understanding of philanthropy and the importance of relationship building.
- Ability to work independently while being part of a team
- Attention to detail, must be well organized, a problem solver, and a good communicator.
- Bachelor's degree, experience with a non-profit, and proficiency in Raiser's Edge preferred.
- Flexible schedule with some nights and weekends required.

The Raleigh School actively seeks a diverse pool of candidates. We are committed to a policy of equal employment opportunity without regard to race, color, national origin, religion, disability, gender, gender identity, sexual orientation, or age.

Compensation: \$24/hour

Benefits include an employer match, discretionary retirement contribution, tuition remission, professional development, paid parental leave, five weeks of paid leave, paid holidays, including a week at the end of the calendar year.