



Essex, NY

Lakeside School at Black Kettle Farm, Essex, NY

Seeking Part-Time Development Director



Lakeside School at Black Kettle Farm, Mission Statement

Drawing from the surrounding farms and forest and based on Waldorf education, Lakeside School cultivates the whole child in an evolving ecosystem of independent thinking, community spirit, and stewardship of our natural world.

Development Program at Lakeside School

Lakeside School is seeking an individual with enthusiasm for supporting our growing school through community donor cultivation. We offer year-round early childhood programming for children from birth to third grade, serving over 50 children and their families each year. Lakeside School strives to make our programs accessible to families of all backgrounds through our robust Tuition Assistance program. The school's budget is dependent on donors and grants to meet our full operating costs. In addition, our long-term plan includes raising faculty and staff salaries in the coming years and working with our Board and Administrative team to increase income through both tuition and development efforts. The Development Director oversees, implements, and strategizes all aspects of development for the school, including annual campaigns, donor relations, and grant writing, in close collaboration with the School Administrator and the Fundraising Committee. Development goals include raising between \$70,000 to \$100,000+ annually through a combination of grant and fundraising activities.

Desired Qualifications and Skills

- Demonstrated experience writing grants and conducting fundraising activities.
- Bachelor's degree or higher
- Exceptional interpersonal, time management, planning and organizational skills.
- Ability to work as a team member
- Excellent verbal and written communication skills
- Experience using social media and online platforms for fundraising
- Appreciation for Waldorf and outdoor education
- Ability to connect with community members and organizations across a wide spectrum of backgrounds and interests.

Job Responsibilities

- Write grants and search for new grant opportunities
- Write thank you letters for grants and donations
- Work with the volunteer Fundraising Committee to coordinate annual appeal and spring fundraiser
- Organize and conduct "Big Asks" with potential donors
- Organize and update File Maker Pro Database system for donors and alumni families
- Create Social Media/Marketing Campaigns to develop a broader audience, generate leads, and increase awareness of Lakeside's mission in our community.
- Meet with the Administrator once a week to coordinate activities and information needs
- Attend Board meetings quarterly
- Work on-site at Lakeside School at least half-time, working approximately 20 to 30 hours a week total.

More About the Area

Lakeside School is located in Essex, NY - the heart of the Champlain Valley in the Adirondack Park of northern New York. The central location leads to easy access to Lake Champlain and the High Peaks of the Adirondack Mountains. Essex County provides a unique balance between outdoor adventures in the mountains and on Lake Champlain, and progressive farming and artistic communities. Lakeside faculty and staff live in communities within a 45 minute driving range. When a bigger city is desired, Burlington, VT, Plattsburgh, NY, and Montreal as well as two-time Winter Olympics host Lake Placid are within driving distance.

To apply, please send resume, cover letter, a brief biographical sketch, and two professional phone references. E-mail Maeve at admin@lakesideschoolinessex.org or call (518) 963-7385. Position open until filled.

www.lakesideschoolinessex.org for more information.



Photo by Erika Burns, Courtesy of the Adirondack Foundation