



Fundraising and Event Planning

Part-Time

The GreenMount School is a small, progressive, independent K-8 school located in the vibrant Remington community in Baltimore City.

What Makes The GreenMount School (GMS) Different?

We are a community of educators who work together to provide a creative education for grades K through 8 – emphasizing multicultural, cooperative, and experiential learning, supported by strong family participation.

We are a community of parents who fully engage in a system of work-sharing, in-kind contribution, and community building. The Parent CO-OP expands opportunities for family involvement and provides a rich array of resources and services for the students and school. Each parent contractually agrees to 40 hours of service to the school per year.

We are a community of confident learners where children gain confidence in their abilities when given the space and time to learn and the encouragement to succeed. Students learn through a creative, multicultural, community-based, thematic curricula.

Our Philosophy

Education is more than schoolwork. Learning becomes more meaningful for children when they can connect their in-school and out-of-school experiences through a theme-based approach. GMS seeks to help students join in the life of the community through field trips, service learning, apprenticeships, and visiting artists and experts surrounding three themes each year. Our students become confident and contributing community members through the work of outstanding teachers.

Who We Are Looking For

We are looking for someone smart, passionate, and truly entrepreneurial. You enjoy rolling up your sleeves to create opportunities, personally administering the details of the work, and engaging and supporting your volunteer staff.

The GreenMount School is committed to leadership in multicultural education and a culturally diverse faculty and staff. The school, therefore, seeks applications from candidates who will contribute to an atmosphere in which all are valued and supported.

Reporting to the Head of School, this position is responsible for organizing and implementing the school's community and fundraising events, with particular attention to a fundraising event this Spring. You are a department of one who will recruit and manage a volunteer committee comprised of Board and community members.

Essential Duties and Responsibilities

- Organizing and executing a spring fundraising event to celebrate the School's 30th Anniversary.
- Collaborate with the admissions office on public relations initiatives to create/produce fundraising-related communication materials to expand and enhance the school's visibility and reputation
- Maintain and manage a database of all aspects of event planning, including all contributors, and provide development reports as required
- Plan and execute special events that support development goals that include, but are not limited to:
 - Annual Giving Fundraising Campaign
 - Annual large-scale fundraising events each year
 - VIP Day (formally known as Grandparent and Special Friends Visiting Day)
 - Support role for Open House and admissions events
 - Annual Board & Donor Dinner Event
- Provide reports for the Head of School and Board of Trustees
- Perform other duties assigned by the Head of School

Qualifications

The ideal candidate will have experience with non-profit development and fundraising, excellent communication skills, an energetic and warm personality, and an entrepreneurial work ethic.

- A true self-starter with experience. We want someone who can lead a team, roll up their sleeves, and do the work.
- Ability to work without supervision and to organize, prioritize, and successfully execute multiple concurrent tasks; to anticipate needs and act accordingly; and to perform with a high degree of initiative and integrity
- Outstanding communication skills, including written communication and personal presentation
- Superior organizational skills and attention to detail
- Proven record of accomplishment in fundraising and knowledge of best practices in the advancement field
- Strong management skills and ability to build, manage, mentor, and motivate a volunteer team

- Ability to work within a team and collaborate with colleagues
- Willingness to work hard and be a part of a team for a common goal
- Technology skills as they relate to the position; experience with database management. Specific experience with Little Green Light is a plus but not required.
- A clear understanding of and belief in the school mission and genuine interest in serving The GreenMount School to help it be the best it can be

Working Conditions

Working conditions include sitting, walking, and light lifting. Event preparation conditions include light to moderate lifting, climbing, and standing for long hours.

Application Process

Send letter of interest, resume, and references (letters of recommendation or contact information for references) to:

Human Resources

The GreenMount School

hr@greenmountschool.org

The GreenMount School is an Equal Opportunity Employer and welcomes applications from qualified candidates regardless of age, race, color, sex/gender, national origin, citizenship status, religion, disability, sexual orientation, or any other protected status in accordance with the requirements of all federal, state, and local laws.