

Part-Time Development & Events Coordinator

School Name: Ridgewood School

Location: Springfield, Ohio

Position Type: Part-Time (20 hours per week)

Schedule: Flexible school-year hours (Some evening/weekend hours required during major events)

Salary Range: \$25,000 – \$30,000 per year (depending on experience)

Reports To: Head of School

Ridgewood is an independent, co-educational, college preparatory school for students Pre K-8. Our Mission is to create a vibrant and personalized learning environment that cultivates the intellect, creativity, and character of our students. We are seeking a highly organized, community-minded, and motivated professional to manage our donor database, coordinate our annual giving streams, and lead our signature fundraising/community building events.

Position Overview

The Part-Time Development & Events Coordinator will manage the operational execution of our annual fundraising calendar, which totals approximately \$130,000 across three major streams: our Annual Fund Appeal, Business Sponsorship Campaign, and annual Spring Auction. This role focuses on donor data integrity, corporate outreach, and event logistics, working closely with the Head of School and parent volunteer committees.

Key Responsibilities

1. Campaign & Event Coordination

- **Annual Fund (Fall):** Manage the production and distribution of mail and digital appeal campaigns. Pull mailing lists, manage mail-merges, and coordinate volunteer letter-stuffing sessions.
- **Annual Fund (Winter):** Focus shifts to SGO fundraising. Distribution of postcards, mass email solicitations, calls etc. to get donors on board for this tax credit giving option.
- **Alumni Dinner/Fall Fest(Fall):** Work with Alumni Relations Director to plan and execute dinner. Work with the RAP group to plan and execute fall fest.
- **Business Sponsorships (Winter):** Serve as the primary point of contact for local businesses. Distribute sponsorship packages, track commitments, and ensure corporate donors receive their marketing benefits (e.g., fence banners, logo placement).

- **Spring Auction (Spring):** Act as the administrative lead for our annual gala/auction. Manage the auction software platform, input procured items, coordinate vendor logistics, and act as the liaison to the RAP volunteer committee.

2. Database Management & Stewardship

- Maintain accurate records in our donor database on Bloomerang software.
- Process all incoming donations, pledges, and event ticket sales, ensuring proper fund allocation.
- Generate and mail timely, personalized tax receipts and thank-you letters within 48 hours of gift receipt.
- Run monthly fundraising tracking reports for the Head of School and the Board of Trustees.

Qualifications

- **Experience:** 1–3 years of experience in non-profit fundraising, event planning, marketing, or administrative office management. Experience in a private school or small non-profit setting is a plus.
- **Technical Skills:** Proficiency with non-profit CRMs/donor databases, Microsoft Office (Excel, Word mail-merge), and digital communication tools (e.g., Mailchimp, Canva).
- **Communication:** Strong written and verbal communication skills, with the ability to confidently present sponsorship opportunities to local business owners.
- **Organization:** Exceptional time management skills and the ability to work independently to meet strict campaign deadlines within a 20-hour work week.

Benefits

Competitive part-time salary.

- Flexible working hours tailored to a school-year calendar.
- Tuition remission percentage for enrolled children.
- A warm, supportive, and mission-driven community environment.