Montessori School of Denver (MSD) is seeking an experienced **Development Associate** to join our Administration Team for the 2019-2020 school year.

MSD provides an engaging, dynamic, and sound Montessori educational program for all of its students. The school is accredited by both the American Montessori Society* and the Association of Colorado Independent Schools and is thus recognized by the National Association of Independent Schools for its academic excellence. Founded in 1964, MSD is the oldest Montessori school in the Denver metro area. In 2015, MSD completed a comprehensive multi-million-dollar expansion plan to complement its existing facilities. A new Arts and Athletics Center, enhanced outdoor learning and play environments, a new Toddler Village, updated Middle School space, Urban Farm, and a state-of-the-art Science and Innovation Tower provide an exceptional experiential educational environment for all of its students. Currently, the School serves over 340 students, Toddler through Middle School.

The Development Associate will be responsible for managing our Annual Fund and the database of donor information. MSD is seeking a proactive, detail-oriented, self-motivated individual who will report to our Director of Advancement. Experience in Administration, Development, and/or non-profit preferred.

**Development Associate Responsibilities:**

- Manage and execute the Annual Fund Campaign, including managing the distribution of the tax receipt letters in a timely and accurate manner.
- Manage our donor database systems “Raisers Edge” and “Blackbaud.” Verify current information and optimize our lists. Increase the use of Raisers Edge/Blackbaud by adding details to each donor’s profile that helps to track engagement on a variety of levels.
- Update and manage MSD’s Colorado Gives Day profile each year.
- Assist in the production of marketing and outreach materials for distribution including the Annual Report.
- Organize donor engagement events.
- Gather information, photos, and statistics for the Annual Report.
- Execute all mailings including solicitations and appreciations.
- Attend Development Committee meetings.
- Oversee all related expenses as it relates to the Annual Fund.
- Support fundraising efforts including Capital Campaign, Speaker Series, and MSD’s Sabbatical Program.
Development Associate Requirements:

- Raiser’s Edge/Blackbaud database experience highly recommended.
- Proven organizational, follow-through, and follow-up skills.
- Strong interpersonal skills when working with colleagues, independent school parents, parent volunteers, and other donor constituencies.
- Utmost discretion with regard to donor personal information.
- Proficient with MS Word, Excel, and Outlook.
- Proven success achieving goals and delivering results.

MSD offers a competitive salary and benefits package, including but not limited to medical, dental and vision insurance; 403(b) retirement plan with employer match; and opportunities for professional development.

MSD is committed to maintaining a diverse and inclusive school community.

Equal Opportunity Employer: MSD is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, ethnicity, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, or veteran status.

Please complete an employment application located on our website. Email or fax completed application and resume to the attention of Lydia Desmarais, Director of Human Resources, at hr@msd-co.org or 303-757-6145.