

School Description & Mission: Namaste Charter School opened in 2004 in Chicago's McKinley Park neighborhood, serving only kindergarten and first grade that inaugural year. In spring 2012, we will graduate our first 8th grade class. Namaste students achieve at high levels, and we maximize that learning by nourishing the mind and body of children through rigorous academic instruction, training in health and nutrition, and regular physical activity. The school incorporates health, nutrition, and athletics into its rigorous curriculum, developed to ensure literacy, numeracy and a lifelong love of learning. Please visit our website: www.namastecharterschool.org for more information.

Development Associate Description: Under the direct supervision of the Director of Development, and working with the Communications and Outreach Manager, this position manages and supports the special events/fundraisers, development projects, grant writing and database management that are essential to Namaste Charter School's development office.

The Development Associate's primary responsibilities include:

- Ownership over Namaste's main annual fundraiser, typically held in the fall, which historically raises over \$100,000 with 225+ attendees; responsibilities include ticket sales, sponsorship and auction solicitation, volunteer/committee recruitment and management, and coordination with internal and external stakeholders regarding program development, student and parent involvement, event logistics, etc.
- Grant support, including research and identification of prospective corporate and foundation funders; writing Letters of Interest, proposals and grant reports; and supporting the Director of Development in additional grant writing and reporting needs
- Technology and database support, including primary responsibility over the department's fundraising software (Donor Perfect) to accurately track all donor communications and deadlines

Additional responsibilities include:

- Coordinate and monitor event timelines for additional special events and fundraisers throughout the year
- Support for Namaste's Associate/Junior Board, including event coordination and related logistical support
- Mailings coordination for two or more direct mail appeals each year
- Write and send donor acknowledgment letters weekly
- Handle other new projects as assigned, as well as take initiative to further the development department's overall success

Requirements/qualifications:

- 3 – 5 years of event planning and management experience, preferably in conjunction with volunteers, and in fundraising for these events
- Advanced personal computer skills, including Microsoft Word and Excel; experience with Donor Perfect and/or "moves management" or donor database software a significant plus
- Excellent oral and written communication skills
- Availability for occasional evening meetings, scheduled in advance
- Demonstrated ability to efficiently manage multiple work assignments, and to prioritize work in a fast-paced environment
- Able to ask questions, anticipate hurdles and solve practical problems independently
- Ability to take initiative as well as direction
- Bachelor's degree or equivalent educational or work experience
- Commitment to the values of Namaste Charter School

Starting date: Late February 2012 preferred

Compensation: The Development Associate position is a full-time position with competitive salary commensurate with experience, paid time off, and an available benefits package including medical, dental, life and disability.

Application: Namaste values diversity in our workforce and strongly encourages candidates of diverse backgrounds to apply. Please submit a job-specific cover letter, resume, and 2- 3 writing samples to

NamasteCharterDevelopment@gmail.com. No phone calls, please.

Statement of Non-Discrimination: Namaste Charter School is committed to a policy of equal treatment for all individuals applying for employment at our schools Namaste does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.