



SOMERSFIELD

Montessori & Middle Years Programme ACADEMY

Somersfield Academy is currently seeking a person to fill a part-time role (half-days) in our Advancement Office with specific responsibility for Development and Communications.

The ideal candidate will have excellent communications skills and proven proficiency with Microsoft Office Suite applications (Word, Excel, Publisher and Powerpoint).

The responsibilities of the position include; identifying new donors and funding sources, planning and implementing efforts to cultivate and solicit them with the goal of increasing the donor base, meeting overall fundraising goals and planning and carrying out efforts to renew gifts from current donors. In addition to this the successful candidate will be responsible for the upkeep of the website, school blackboard and the preparation of bi-weekly newsletters and the annual school magazine.

Specific duties include (but are not limited to):

- Personally supporting the Head of School in matters relating to donations and development fundraising
- Report regularly to the Board through the Development Committee and Chair
- Develop fundraising strategies and methods or activities to ensure proper acknowledgement, recognition and stewardship of donors
- Participate in developing campaign materials and brochures
- Generate regular reports
- Maintain on-line giving program
- Support the preparation of program projects, strategic planning and goal evaluation
- Communicate with donors on a timely and regular basis
- Production and maintenance of such external communications vehicles as: The Somersfield Magazine, the Somersfield Star; the Somersfield website and blackboard;
- Coordination (in partnership with the Parent Relations Coordinator) of such special events as The Somersfield Golf Tournament; Tuition Raffle and Grandparents' Day;
- Support for the Development Campaign including maintaining spread sheets of donors; generating thank you letters and other donor recognition vehicles; and maintaining the donations "thermometer" on the website; and,
- Providing office support (clerical, reception, coverage, etc.) where needed.

*Please submit your resume to the attention of Stacey-Lee Williams, Office Manager – advancement@somersfield.bm
Submission Deadline: August 6th, 2012*

