

Parent Fund Coordinator

Cape Eleuthera Foundation is a 501(c)3 non-profit founded in 1999 to support education and research. We have a strong track record of establishing transformative programs on the island of Eleuthera in The Bahamas. Our Boston-based team raises funds from philanthropists and foundations to help young people realize their potential, gain perspective on cultures different than their own, and make a positive impact on their world. The Island School, Deep Creek Middle School, and Cape Eleuthera Institute are among the long-term projects awarded grants by our Foundation's Board of Directors. Through these programs high school students learn to live on a green campus powered by renewable energy and explore academics outside the confines of traditional classroom walls. Local students from Eleuthera solve real-world problems as part of their middle school training. Researchers generate knowledge on resource management and sustainable development to inform local decision makers. A growing community of dedicated parents has consistently supported our tangible impact with consistent gifts toward operations, innovative campus enhancements, and a small but growing endowment.

Position Description

We are looking for an organized, self-motivated and enthusiastic individual to build on the success of our Parent Fund. The ideal candidate has a successful track record in volunteer management and demonstrated interest in fundraising and will serve as a liaison to between The Island School and alumni parents. The Parent Fund Manager is a part-time position reporting to the Director of Annual Fund and Stewardship .

Responsibilities

- Manage all 30 Parent Fund volunteers throughout the year, including setting up in-person meetings or phone calls to individual volunteers
- Act as a Parent Fund volunteer for class years without a volunteer
- Oversee the cultivation, solicitation and stewardship strategies for annual parent giving
- Keep records of Parent Fund donations and share with volunteers monthly
- Plan, manage and execute annual giving day in the spring
- Assist in implementation of annual Thank-a-thon calls in November
- Write handwritten thank you letters for donations and coordinate volunteers to support writing thank you notes
- Support admissions, alumni, fundraising and stewardship events

- Work as part of a small team in the downtown Boston office (Financial District) 2-3 times per week

Qualifications

- A university degree and/or an equivalent combination of education
- Intimate knowledge of and enthusiasm for The Island School (Island School parents preferred)
- Experience working in advancement at a school or non-profit
- Skilled at managing and motivating volunteers to meet goals
- Excellent written and verbal communication skills
- Demonstrated ability to work independently
- Strong organizational skills and attention to detail
- Experience with Microsoft Word, Microsoft Excel and Gmail

Compensation

Salary commensurate with experience.

Application

Please submit cover letter and resume in a single PDF to: f7d6@app.catchthebest.com
The position is available for immediate hire, with applications considered on a rolling basis.