

Mission Advancement Manager

Redwood Cooperative School seeks a mission advancement manager who will support activities related to board, constituent and stakeholder communications. Duties will include:

- assisting in the management of the identification, cultivation, solicitation, and stewardship of annual, major, and planned gifts from individuals, corporations, and foundations
- managing the sustaining gifts program including direct mail and electronic solicitations
- supporting ongoing donor cultivation, donor recognition and fundraising events
- overseeing the accurate recording, reporting and managing of all donor information

Requirements:

- This position will handle confidential donor information and must adhere to Gift Acceptance Policy and Procedures.
- **Approximate time commitment of 8 hours per week**