



"Cultivating global citizens who pursue meaningful lives and advance an equitable and sustainable world."

Development Associate & Events Coordinator

Reports to: Chief Advancement Officer

Works closely with: Advancement Team, Database Manager, Admissions, Communications & Marketing, School Leadership, Business Office, Facilities, faculty, staff, and parent volunteers

Position Type: Full-Time, In-Person

Position Overview

Tessellations School is seeking a highly organized, collaborative, and service-oriented Development Associate & Events Coordinator to support the school's fundraising, donor engagement, events, organizational planning, and community-building efforts.

Reporting to the Chief Advancement Officer, this position leads the planning and execution of Development events and supports selected school-wide events. The role also prepares and distributes fundraising appeals and donor communications; supports gift processing, stewardship, donor research, and accurate data entry; and contributes to the effective operation of the Development program.

The successful candidate will be an enthusiastic builder who can quickly integrate into a fast-paced school environment, take ownership of projects, anticipate needs, and manage shifting priorities with accuracy and strong follow-through. As a member of the Advancement team, this position may provide additional operational support across Advancement during high-volume periods, as assigned by the Chief Advancement Officer.

The position collaborates with Communications & Marketing for brand and design alignment but is not responsible for general school communications, social media management, or broader marketing initiatives.

Key Responsibilities

Event Communications, Planning & Coordination

- Lead the planning and execution of Development events, including fundraising, donor research and cultivation, stewardship, and community engagement events.
- Support selected school-wide events, including Town Halls, Back-to-School Night, Curriculum Night, performances, and community gatherings.
- Develop event timelines, budgets, planning checklists, volunteer assignments, operational plans, and run-of-show documents.
- Coordinate internal teams and external vendors regarding scheduling, venue setup, technology, catering, equipment, signage, décor, accessibility, and event materials.
- Manage registration, invitations, RSVP lists, attendance tracking, guest information, reminders, and follow-up communications.
- Recruit, train, schedule, and coordinate parent and community volunteers for assigned events.
- Serve as the primary operational contact for assigned Development events and provide on-site coordination for Tier 1 and other assigned events.
- Monitor event expenses, invoices, contracts, deposits, and vendor documentation in partnership with the Chief Advancement Officer and Business Office.
- Ensure events are welcoming, organized, mission-aligned, and consistent with Tessellations' brand and standards.
- Complete post-event reporting, reconciliation, documentation, and evaluation to improve future events.
- Event responsibilities will be assigned by the Chief Advancement Officer in collaboration with the department leading each event.

Development Communications & Appeals

- Prepare and distribute Development communications to parents, donors, volunteers, and other constituent groups.
- Support the creation of Tessie Annual Fund and campaign appeals, donor thank-you letters, gift acknowledgments, pledge reminders, stewardship updates, event invitations, and follow-up communications.
- Translate fundraising and engagement priorities established by the Chief Advancement Officer into clear, compelling, and mission-aligned messaging.
- Personalize communications based on donor or family engagement, giving history, campaign participation, and audience segment.
- Coordinate with the Database Manager to obtain accurate recipient lists and confirm audience segmentation.
- Format, proofread, test, schedule, and send Development emails using the school's approved communications platforms.
- Coordinate the printing and mailing of appeals, letters, invitations, acknowledgments, and other Development materials.

- Maintain a Development communications calendar and track deadlines, approvals, recipient lists, and distribution schedules.
- Coordinate with Communications & Marketing when brand assets, templates, photography, design support, or school-wide alignment are needed.
- Track basic engagement results, including email delivery, open rates, click-through rates, responses, registrations, and giving activity.

Gift Processing & Donor Stewardship

- Process gifts, pledges, matching gifts, payments, sponsorships, and in-kind contributions accurately and promptly.
- Ensure contributions are properly documented and assigned to the correct campaign, fund, appeal, and donor record.
- Prepare personalized gift acknowledgments, tax receipts, pledge reminders, and stewardship communications.
- Support routine gift reconciliation with the Business Office and Database Manager and assist in resolving discrepancies.
- Track Annual Fund, endowment, campaign, sponsorship, and event-related contributions using established systems and reports.
- Support donor stewardship, recognition, and personalized follow-up activities.
- Maintain appropriate gift documentation and handle donor and financial information with confidentiality and discretion.

Donor Research & Profile Development

- Research current and prospective donors using publicly available information and approved research tools.
- Prepare and maintain donor and prospect profiles, including philanthropic interests, giving history, engagement, relationships, and relevant background information.
- Develop concise briefing materials for donor cultivation, solicitation, stewardship, meetings, and visits.
- Assist the Chief Advancement Officer with identifying and qualifying prospective donors, sponsors, community partners, and engagement opportunities.
- Record relevant research and engagement information in the Advancement CRM in coordination with the Database Manager.
- Update donor profiles following meetings, events, and significant interactions to support informed follow-up and relationship management.
- Handle all donor and prospect information with discretion, confidentiality, and respect.

Fundraising & Campaign Support

- Support the execution of the Annual Fund, special campaigns, endowment initiatives, sponsorships, and other fundraising priorities.
- Coordinate campaign materials, donor lists, pledge reminders, mailings, and follow-up activities.

- Track campaign deadlines, assignments, participation, responses, and progress toward goals.
- Support volunteer-led fundraising by preparing training materials, assignments, outreach lists, and progress reports.
- Prepare donor meeting materials, recognition lists, campaign updates, sponsorship materials, and stewardship reports.
- Assist with donor, sponsor, and community outreach to increase participation and engagement.

Development Data Entry & Administrative Support

- Maintain accurate and timely donor, family, alumni, volunteer, gift, event, and constituent information in the Advancement CRM.
- Record contact information, relationships, engagement activities, event participation, communication preferences, and gift documentation according to established procedures.
- Review entries for completeness and accuracy and update records based on returned mail, registrations, donor communications, and information from other departments.
- Support the Database Manager with list preparation, record updates, data cleanup, and other administrative projects.
- Identify possible duplicate records, missing information, or inconsistencies and refer them to the Database Manager for resolution.
- Follow established data-entry and confidentiality standards while protecting donor, family, student, and financial information.

Advancement Team Support

- Maintain project plans, meeting materials, reports, records, and shared resources.
- Maintain a working knowledge of Admissions, Communications & Marketing, events, and broader Advancement priorities to support effective collaboration.
- Provide flexible support for Advancement and selected school-wide initiatives during high-volume periods, as assigned by the Chief Advancement Officer.
- Manage multiple projects and shifting priorities while meeting deadlines and maintaining accuracy.

Qualifications

- Bachelor's degree or an equivalent combination of education and relevant professional experience.
- Two or more years of experience in event coordination, Development, Advancement, nonprofit administration, school operations, hospitality, or a related field preferred.
- Experience coordinating events involving multiple stakeholders, vendors, volunteers, deadlines, and logistical requirements.
- Experience preparing and distributing fundraising appeals, donor correspondence, event invitations, acknowledgments, or other constituent communications.

- Experience working with a CRM, fundraising database, email platform, event registration system, or comparable technology.
- Strong proficiency with Google Workspace or Microsoft Office.
- Strong research, writing, proofreading, organizational, interpersonal, and project-management skills.
- Demonstrated ability to manage multiple priorities, enter detailed information accurately, follow established procedures, and meet deadlines.
- Ability to handle confidential donor, family, student, and financial information with discretion.
- Experience in an independent school, educational institution, or mission-driven nonprofit organization is preferred.
- Familiarity with gift processing, donor stewardship, donor research, constituent relations, or fundraising practices is preferred.

Key Attributes

The successful candidate will be:

- Highly organized, detail-oriented, and systems-minded.
- A proactive and resourceful problem-solver who anticipates needs.
- An enthusiastic builder who can integrate quickly and contribute in a fast-paced environment.
- A strong writer capable of producing clear, compelling, and accurate Development communications.
- Comfortable taking ownership of projects and managing shifting priorities.
- Collaborative, responsive, and professional when working with students, families, donors, volunteers, vendors, and colleagues.
- Able to work independently while remaining closely aligned with the Chief Advancement Officer and Advancement team.
- Committed to Tessellations' mission, values, and culture of belonging.

Work Structure & On-Campus Engagement

This is a full-time, in-person position requiring a consistent on-campus presence. Attendance at select evening and weekend events is required, including Town Halls, Back-to-School Night, Curriculum Night, performances, fundraising events, donor gatherings, and community celebrations.

The position may require occasional local travel, lifting and moving event materials, and extended periods of standing during events. Schedule flexibility is required during high-volume periods and for events outside regular working hours. Advance notice will be provided whenever possible.

Responsibilities and priorities may shift throughout the school year based on the needs of Development, events, and the school. Work assignments and priorities will be determined by the Chief Advancement Officer.

Compensation and Benefits

Pay range: \$80,000 to \$100,000 per year.

Benefits include medical, dental, vision, life insurance, short-term disability, 401(k), flexible spending account, paid time off, holidays, and school breaks.

To Apply

Please submit a cover letter and resume to careers@tessellations.school. For more information about our school, visit www.tessellations.school.

Tessellations is an Equal Opportunity Employer — we do not discriminate against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, sex, or reproductive health decision making.