

Director of Development:

- Coordinate with support committee all facets of the Benevon model of fundraising & development.
- Coordinate volunteer efforts and work with the LCF committees. Assist with training volunteers and execution of events & projects. Act as the school liaison in supporting, scheduling and executing all events.
- Coordinate all major school events (i.e. Family Orientation, Honor's program, Open Houses and Kindergarten graduation). Coordinate all aspects of these events--planning, purchasing & execution.
- Be responsible for developing and updating a coordinated marketing plan and update all marketing materials, keeping our website current, and updating all documents & forms VWCS uses. This would include using Renweb, Facebook and twitter as sources of communication.
- *Assist* with admissions touring, recruitment and interviews as needed.