



## WECAN Outreach and Development Coordinator Position Description

### **General Responsibilities**

In relation to the Waldorf Early Childhood Association of North America as an organization, assist and work together with a collaborative leadership team in a number of the following areas, gradually assuming a leadership role in key areas as follows:

- Carry responsibility for communicating the purposes and activities of WECAN to the Waldorf movement, related organizations, and the public.
- Oversee WECAN's public policy activity and the work of WECAN public policy and outreach team members.
- Oversee collaboration and WECAN representation in other organizations such as Children's Screen Time Action Network, Trust for Learning, Defending the Early Years, National Association for the Education of Young Children, etc.
- Seek funding for special projects and support for WECAN through fundraising and grant applications.
- Oversee and guide marketing activities for WECAN Books and promotion of WECAN events.
- Oversee promotion for WECAN February Conference and major events, together with other conference and event organizers.
- Participate as a member of the Finance Committee in work on financial policies, budget, etc.

### **Specific Tasks (with initial support from the WECAN Coordinator)**

- Oversee and undertake grant writing and reporting to foundations and major donors.
- Oversee the development of the WECAN social media, website, online resources, promotional materials, Annual Reports, and messaging projects carried out by the WECAN communications coordinator and others.
- Participate in the February Early Childhood Conference Planning Committee, with specific responsibility for sponsorship and promotional materials.
- Develop strategies for outreach and public policy activities together with outreach and public policy team members.
- Communicate on a regular basis with other WECAN Coordinators, Board Committee, and Board Chair.

### **Qualifications:**

- Thorough familiarity with the philosophy and practice of Waldorf early childhood education
- Familiarity and experience with WECAN as an association
- Active study of and relationship with Anthroposophy
- Deep commitment to Diversity, Equity, Inclusion and Justice with experience in this work

- Experience in an organizational leadership position involving finances, legal, and administrative responsibilities
- Experience in fundraising, grant writing and procurement of funds
- Ability to work well on one's own and to collaborate with others
- Ability to communicate effectively both orally and in writing
- Technical skill in organization, planning, and follow-through of various activities
- Ability to organize and facilitate meetings

**Other Desirable Experience:**

- Experience as a Waldorf early childhood educator
- Experience in Waldorf early childhood teacher education, anthroposophical adult education, or Waldorf school administration
- Familiarity or experience with the Association of Waldorf Schools of North America (AWSNA)
- Familiarity or experience with other educational and non-profit organizations
- Experience with the international Waldorf early childhood movement

**Selection, Accountability, and Review:**

The WECAN Board will appoint and dismiss the WECAN Outreach and Development Coordinator. Once hired, the Outreach and Development Coordinator is an at-will employee of WECAN; both WECAN and the individual have the right to end the employment.

The WECAN Outreach and Development Coordinator is responsible and reports to the WECAN Board. Evaluation is through peer review and self-evaluation. Review takes place after one year and every three years thereafter.

**Compensation, Salary, and Benefits:**

The position is an exempt executive/professional position. Salary covers all hours, including those beyond a normal work schedule, that the work demands require.

Work is year-round, with the understanding that most activity takes place during the school year, September through June. Summer vacation dates—generally three weeks—can be arranged.

The position is a half-salary position, with the understanding that this person will fulfill the responsibilities at a half-position level, making every effort to coordinate work and meeting schedules for the WECAN position with those of other professional responsibilities.

The salary level is determined by the WECAN Board or Board-designated committee and is reviewed annually.