

**Position Title:** Director of Development

Date Modified: April 2024

FLSA Classification: Full-time; Exempt

Duty Schedule: 12 month

Reports to: Head of School

Position Purpose: The Director of Development plays a key role in advancing the mission, vision, and philosophy within the school and extended communities.

### Essential Functions

- Manage and oversee all development activities.
- Manage and maintain the DonorPerfect database.
- Prepare correspondence and reports.
- Keep calendars for all departmental activities.
- Participate in community engagement as needed/appropriate.
- Actively participate, update, contribute to the school improvement plan.
- Handle sensitive and confidential documents and information where judgment and discretion are essential.
- Believe and actively support the Academy's Statement of Faith and Lifestyle Statement.
- Participate in Academy committee and administrator meetings.
- Satisfactory attendance and punctuality are conditions of employment.

### Fiduciary Responsibility

- Responsible for the annual operating budget of the development department.
- Work with the Head of School on the acquisition of capital campaign items.
- Run a successful fundraising event (EXALT)

### Development

- **Design development strategy:** Work with the Head of School, CFO, faculty and staff to identify funds needed, preferred funding targets, and approaches.
- **Fundraising:** Conduct research, prospecting, and application to multiple donor sources.
  - Manage all planned giving, endowments and other internal, community and special events fund raising activities.
  - Manage capital campaigns, engaging and overseeing capital campaign agency partners as necessary.
  - Oversee ongoing development efforts.
- **Build a robust donor base:** Develop, maintain and expand key long-term relationships with donors and prospects.
- **Grant writing:** Actively research grant opportunities that best suit the needs of the school by using tools such as the internet and personal contacts.
  - Develop and write grant proposals to foundations and corporations.
  - Coordinate and maintain all grant and contributions documentation and records, and reporting and acknowledgment to donors.
  - Build and maintain a foundation grant database to keep the Head of School informed of current grant opportunities.

### Spiritual Leadership

- Believe and actively adhere to the Academy's Statement of Faith and Lifestyle Statement.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.

- Evidence of the fruit of the Spirit in dealing with people.
- Actively participate in a local Bible-believing church.
- Have a conviction of God's calling to Christian school administration.
- Create an environment for students to accept God's gift of salvation, and be a Christian witness and role model to them in order to help them grow in their faith.
- Uphold Biblical principles and maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Ensure that the campus work environment is Christian-based, nurturing, loving, and wholesome.
- Work with the administration and staff to address the spiritual formation needs of the students.

### **Education and Experience**

- Bachelor degree, prefer Masters minor/major in Communications, Public Relations, Marketing and/or Education.
- Work experience in fundraising and/or non-profit development.
- Minimum three year experience in administrative positions.

### **Skills and Qualifications**

- Ability to exercise independent judgment, prioritize and complete work with minimal supervision.
- Possess strong computer skills including Microsoft Office, Google applications, and database programs.
- Ability to use basic office equipment.
- Ability to work as part of a team.
- **Development/Fundraising**
  - Proven success in development for a large nonprofit.
  - Experience running capital campaigns and successful fundraising from multiple donor channels.
- **Project Leadership**
  - Ability to think and plan strategically and creatively.
  - Experience in planning, leading, and managing development projects, including coordinating with peers to achieve desired outcomes, and tracking and reporting on progress to the administrative team and Board of Trustees.
- **Entrepreneurial Spirit**
  - Takes initiative and actively seeks to deepen current donor relationships and to forge new ones.
- **Communications**
  - Skilled in creating powerful, compelling written and oral communications for fundraising and public relations. Ability to convey complex ideas through brief, simple materials. Experience and credibility when presenting materials to external audiences.
  - Regular in-depth communication with all constituents.
  - Prepare reports for and works closely with the Head of School in all aspects of fundraising.
  - Oversees the production of all marketing and public relations brochures, booklets and other collateral materials for the school.
  - Performs public speaking on behalf of the school.
- **Collaboration:** Effective at working with others to reach common goals and objectives.
- **Relationship Building:** Skilled at establishing and cultivating strong relationships with peers, across different levels of the organization and externally.
- **Professional Development:** Receive ongoing professional training in job-related fields.

**Physical Requirements and Work Environment**

- Occasionally lift up to 30 pounds.
- Generally works in standard office conditions and climate.
- May work in varied extreme outside weather conditions during special activities and fundraising events.
- Works in a highly stressful environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts.
- May work at a desk and computer for extended periods of time.
- Has the ability to maintain a flexible work schedule with after hour, off-campus and out-of-town meetings.
- Maintains a professional appearance (See the Employee Handbook).