

Title: Director of Development

Description:

The Director of Development is a member of the executive leadership team and reports to the School Administrator. This position leads the development and execution of the school's fundraising efforts including donor cultivation, annual fund, capital campaigns, major gifts, corporate and foundation grants, individual giving, public funds, special fundraising events, and legacy giving. In addition, the Director of Development will coordinate with the School Administrator, the Director of Alumni Association, and the Director of Admissions and Marketing to develop marketing and communication materials that promote the values and mission of Central Christian School and keep donors and other friends of the school regularly informed of school updates, needs, and successes.

S/He will cultivate and establish strong relationships with the faculty, staff, governing board, volunteers, donors, and the general community.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

The essential responsibilities for the Director of Development will be, although not limited to, the following functions:

Planning

- Launch and oversee the major functions related to the launch of the School's historic 3 million capital campaign in conjunction and collaboration with The Timothy Group.
- Develop and implement a comprehensive advancement plan with strategies for donors and prospects in each constituent group including current families, grandparents, alumni, community groups, and corporations.
- Collaborate regularly with the School Administrator and Board members to ensure a clear and accurate interpretation of the school's fundraising vision and direction.
- Collaborate with the School Administrator and their executive team to establish fund advancement goals and key performance indicators; monitor and evaluate results.
- Keep up-to-date on current fundraising programs, practices, and procedures used in the nonprofit sector.

Fundraising

- Develop and execute the fundraising efforts including donor cultivation, annual fund, capital campaigns, major gifts, corporate and foundation grants, individual giving, public funds, special fundraising events, and legacy giving.
- Utilize The Timothy Group's assessment for launch and development of the silent and public capital campaign.
- Validate and recommend campaign goals with detailed analysis of likely gift ranges, number of gifts and campaign calendar.
- Provide strategies for identifying, selecting and recruiting campaign leadership including campaign chair (or co-chairs), and steering committee.
- Develop campaign procedures and strategies (including fundraising events) to ensure the school is successful in its campaign.
- Execute a communication plan and a calendar of events.

- Produce campaign status reports for Board of Directors and the School Administrator.

Grant Requests and Administration

- Research grant and other fundraising opportunities aligned with the school's vision, values, goals, and priorities and produce materials in a high-quality manner.
- Establish and maintain productive relationships with local and like-minded foundations.
- Coordinate and lead site visits foundation leaders to the school, providing an inspiring representation of Central Christian School.
- Produce monthly grant status reports for Board of Directors and the School Administrator.

Donor Development and Gift Cultivation

- Build and maintain relationships with donors of all type, develop strategies for solicitation, and coordinate the solicitation by other staff, Board, or volunteers, as appropriate.
- Establish and maintain productive relationships with individuals, families, and businesses ensuring that Central Christian School is attracting, retaining, and motivating donors and fundraising volunteers.
- Coordinate and lead site visits of individuals, families, and businesses to the school, providing inspiring representation of Central Christian School.
- Assist Board members, leadership team, and other volunteers as necessary to identify, cultivate, and solicit charitable gifts.
- Ensure all gifts and visits are appropriately acknowledged, and entered into the database.
- Ensure compliance with all relevant regulations and laws, maintain accountability standards to donors, and ensure compliance with code of ethical principles, and standards for fundraising.

Marketing and Communication

- In conjunction with Central Christian School's executive team, create marketing pieces with consistent branding and messaging, to promote the school for fundraising and community outreach purposes (e.g., school profile, brochures, press releases, visitor packet, donor/volunteer interest cards, etc.).
- Develop and implement all aspects of direct donor mailings, appeal letters, and other donor mailings, as needed.
- Collaborate to ensure Development and Fundraising specific social media reflects school needs, as well as gratitude for our volunteers and donors.
- Contribute to the publishing of an organizational annual report at the end of each fiscal year.
- Appropriately acknowledge all gifts and donations.

Events

- Direct, manage, and oversee all fundraising events (Stewardship Dinner; Benefit Meal and Auction).
- Work with appropriate staff and volunteers to ensure that all aspects of a successful event are coordinated towards a common goal.
- Develop and solicit sponsors for programs and events as needed.

Data Management and Reporting

- Ensure that the development and advancement team maintains comprehensive prospect and donor records, including information from special events and in-kind donations, through donor database.
- Collaborate with the Director of Finances to manage fund accounting and budget of restricted funds.
- Ensure the development and advancement team clearly and promptly tracks pledge payments and mailing of payment reminders to donors.
- Produce all donor reports, including any annual reports for grants and reports for receipt of public funds.

QUALIFICATIONS

Education/Certification

- Bachelor's Degree
- Master's Degree (Preferred)

Required Qualifications

- At least three (3) years of educational, advancement, and fundraising experience.
- Knowledge of non-profits and K-12 education marketplace, desired.
- Excellent judgement and decision-making skills.
- Outstanding organizational, planning, and professional skills, attention to detail.
- Excellent oral, written, and interpersonal communication skills, across a wide variety of stakeholders.
- Proven ability to self-direct and prioritize among competing goals.
- Able to initiate process improvements, using data to identify and solve problems.
- Ability to work well under pressure.
- Proven ability to manage the ambiguity and multiple priorities inherent in a dynamic, fast-paced work environment.

Skills/Abilities

- Demonstrated ability to work well with others.
- Demonstrated ability to build relationships with colleagues, external constituents, major donors, community leaders, and members of the Board of Directors.
- Ability to motivate, excite, and educate both internal and external resources.
- Ability to inspire faculty and staff to be effective resources in fundraising endeavors.
- Exceptional leadership and flexibility.
- Proven ability to model the values and expectations of Central Christian School.
- Proficient in Microsoft Office Suite (Excel, PowerPoint, Word, Outlook, and database software).

Other

- Salary to be determined based upon qualifications.
- How to apply: go to: www.cougarsccs.com, download a staff application, complete, and email the application, your resume, and statement of faith to the Director of Business Operations, Joley Poole: jpoole@cougarsccs.com .