

## Fellowship Christian School

### Job Description-Director of Development

Reports to: Director of Advancement

#### General Description

The Director of Development will be responsible for developing, implementing, managing and executing all fundraising activities related to advancing the mission of Fellowship Christian School. Responsibilities include, but are not limited to cultivating and nurturing major donor relationships, establishing goals, developing and executing robust programs for the Fellowship Fund, major donor campaigns, planned giving campaigns, HB1133 campaigns, capital campaigns, annual events and the endowment.

The Director of Development is a proven effective leader and manager, a successful relationship-builder and an enthusiastic ambassador in the community. [SEP]

#### Work Experience/Requirements

- 7-10 years of significant fundraising experience running both annual and capital campaigns, specifically within a non-profit
- 3-5 years of people/department management
- Results-oriented with an ability to consistently meet or exceed fundraising goals
- Strong interpersonal, organization, and managerial skills; Demonstrated excellence in donor relations, staff communications, and ability to tell a story with passion and urgency
- Ability to construct, present on, and implement annual/multi-year development strategies
- Proven ability to handle significant responsibility; work independently and as a team player, including managing multiple tasks and projects at a time
- Demonstrated superior interpersonal, written and oral communication and presentation skills
- Work strategically with the administration and teams of staff and volunteers
- Proficiency in Microsoft software applications (Word, Outlook, Excel and PowerPoint) and knowledge of fundraising software/databases: Raiser's Edge and ResearchPoint

In particular, the Director of Development is required to:

- The Director is charged with developing a yearly development plan that includes strategies around major gifts, monthly giving, corporate matching, an annual fund, capital campaigns, end-of-year appeals, membership, and donor stewardship. The Director oversees a development staff and budget as well as works closely with the Director of Advancement to implement this strategy.
- The Director will also engage, partner, and train staff outside of development on fundraising campaigns, as necessary.
- The Director will manage, write, edit, and implement donor communications through e-mail, print, mail, and social media, under the guidance of the Director of Marketing, to ensure consistent branding, messaging, and scheduling.
- The Director will provide reporting and analysis on fundraising trends, successes, and

opportunities. The Director, with development staff, will provide consistent fundraising analysis, data, and forecast reporting to assess strategy success, support developing annual organization budgets, and track development campaigns. This includes monitoring donor information through the database.

- The Director is expected to remain fully engaged in industry best practices, trends, and analysis so that Fellowship stays at the forefront of development. This may necessitate attending conferences, engaging with industry professionals, and maintaining connection to industry literature.

#### **Additional Requirements**

- Have a personal relationship with Jesus Christ
- Sign the Fellowship Christian School Statement of Faith

#### **Education Requirements**

College Degree Required, minimum Bachelor's Degree, Master's Degree a plus  
Fundraising Certification preferred

To submit an application for this position, please visit:

[fellowshipchristianschool.org](http://fellowshipchristianschool.org) to submit your resume.

If you have application questions, please e-mail them to [jamey.theriault@fcspaladins.org](mailto:jamey.theriault@fcspaladins.org)