

Position Title: **Director of Development**

Last Updated: May 2019

Reports To: Head of School

Status: Exempt
Permanent Full-time

Schedule: Calendar Year; Monday through Friday; hours as arranged
May include some evening and weekend hours to support Development Events

Benefits: Full benefit eligibility

Summary 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, HB 1133 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.

Essential Functions:

- 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 Head of School to implement this strategy.
- The Director will also engage, partner, and train staff outside of development of fundraising campaigns, as necessary.
- The Director will manage, write, edit, and implement donor communications through email, 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 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.

Work Experience / Requirements:

- College Degree required, minimum Bachelor's Degree.
- Master's Degree a plus.
- Fundraising Certification preferred.
- 5-7 years 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 exceptional 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.

Additional Requirements / Responsibilities:

- Have a personal relationship with Jesus Christ
- Sign the Fellowship Christian School Statement of Faith
- Acknowledge and understand Fellowship Christian School's Mission Statement
- Be a Christ follower whose relationship is defined by having received Christ as Savior and a pursuit of spiritual growth
- Wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with school standards
- Must maintain high level of personal hygiene and cleanliness at all times
- Report inappropriate behavior to School Administration in order to maintain a safe learning environment
- Make a constructive effort to protect all students from conduct detrimental to learning, health or safety
- Abide by and comply with all school policies and regulations
- Other duties as requested or assigned per the Head of School, School Board Chair or Development Consultant

Physical Qualifications:

- Standing/sitting for periods of time
- Bending, lifting (up to 25 lbs.), pushing, kneeling, crouching, crawling, stooping
- Must hear with accuracy to exchange information in person or on the telephone
- Use of hands and fingers for manipulation and using computer keyboard
- Specific vision abilities required include close vision, distance vision, color vision and depth perception
- Must use hands and arms to reach for, grasp, and manipulate objects

Working Environment:

- The work usually takes place in a clean, pleasant and comfortable office setting
- The employee is faced with constant interruptions
- The employee may spend long hours in intense concentration
- The employee may enter data into computer systems for long lengths of time requiring attention to detail and high levels of accuracy

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.