



## **DIRECTOR OF DEVELOPMENT**

Florida Christian School (FCS) is seeking to fill the administrative position of Director of Development. The twelve-month position is a full-time job reporting directly to the Head of School. The Director of Development will execute strategies that are intended to create and uphold a positive public image for FCS all while raising monies, and securing donors to help support the future growth of our campus and ministry. The Director of Development will oversee the advancement team, which may consist of staff members, volunteers, alumni relations, capital fundraising, major gifts, planned giving and events,

### **KEY RESPONSIBILITIES**

- Develop a vision and a plan to create a culture of philanthropy in the Florida Christian Community.
- Design a comprehensive advancement and fund development plan and program with strategic initiatives that are consistent with the school's vision, mission, values, and strategic plan, all contributing to the financial sustainability of the school.
- Make connections and relationships with potential donors and alumni.
- Actively cultivate prospect portfolio of 50-100 individuals under management at all stages of the giving life cycle.
- Personally meet with 11-15 assigned prospects monthly to advance philanthropic discussions.
- Cultivate major donors and prospects in collaboration with the Head of School, board members, and other key leaders.
- Create strategic partnerships with local churches, alumni, and other perspective donors.
- Participate in prospect review meetings to report on actions and moves management activity as it relates to the assigned prospect portfolio.
- Participate in all Advancement related events and be a willing colleague to engage in other aspects of school life to cultivate community relationships.
- Collaborate and communications office in developing effective fundraising appeals, annual reports, and other materials which serve advancement goals.
- Oversee the development of a strong alumni network.
- Oversee management of gift processing and donor acknowledgment and recognition.
- Create monthly giving reports to be presented to the FCS Head of School.

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

## **EDUCATION AND QUALIFICATIONS**

- Bachelor's degree in related field required, Master's Degree is preferred.
- Ability to speak in a professional manner to individuals and target audiences.
- Experience in various aspects of advancement and development such as annual giving, major gift solicitation. Capital campaign leadership and planned giving.
- Experience in independent school or faith-based nonprofit fundraising is preferred.
- A collaborative leadership style, excellent leadership skills, and a commitment to developing authentic relationships with the Florida Christian family.
- Ability to develop effective working relationships with a variety of participants including parents, community members, business people, special interest organizations and elected officials.
- Ability to meet deadlines and work under stress.

## **IDEAL PERSONAL PROFILE**

- Must profess faith in Christ as Lord and Savior and fully adopt FCS's mission/vision as a ministry.
- A strong leader of people that adopts a servant leadership approach in dealing with the Head of School, Board of Directors, FCS Administrators and FCS employees, including direct reports.
- Strong work ethic combined with a high level of personal and professional integrity.
- Strong interpersonal and communication (verbal and written) skills.
- A detail-oriented team player with a strong emotional quotient that works well with others in developing and implementing pragmatic solutions to challenges.
- A first-rate intellect with strong analytical skills who is willing to engage in high-level thinking as well as do "real work" that others might consider beneath their position.
- Reliable individual who consistently follows through on commitments.

## **BENEFITS**

- The salary offered will be commensurate with experience.
- Free tuition for children of FCS employees (tax-free benefit)
- Section 125 Health Insurance Plan
- 403(b) Retirement Plan
- Vacation, Holidays and PTO

**Applicants interested in applying for this position should submit their resume via email to the Director of Human Resources: [Kmiro@floridachristian.org](mailto:Kmiro@floridachristian.org).**