

Reports to: Director of Development

Status: Full time; 12 month exempt position

General Qualifications:

1. Evidence of a mature personal Christian faith consistent with the Charlotte Christian Statement of Faith.
2. Evidence understanding of and a commitment to the distinctive qualities of Christian education as well as the mission of Charlotte Christian School.
3. Possess a bachelor's degree (master's degree preferred).
4. Minimum of 5 years experience at an educational institution preferred.
5. Experience with Blackbaud products.
6. Evidence of strong organizational, communication, interpersonal and technological skills.

Primary Responsibilities:

1. Manage and oversee alumni event calendar including Homecoming weekend in the fall.
2. Plan alumni events in regional cities.
3. Serve as the staff liaison and manage the Alumni Board, activities and meetings.
4. Manage the legacy program with alumni families.
5. Directly manage the Clay Shoot and other development/school events as delegated by the director of development.
6. Manage alumni database and communication.
7. Accept responsibilities for additional assigned duties deemed necessary by the director of development.

Personal and Professional Profile:

The ideal candidate will:

1. Be a born-again Christian exhibiting a close personal walk with Jesus Christ: modeling an exemplary Biblical lifestyle and evidencing maturity in the understanding and integration of sound Biblical principles in classroom instruction and personal counseling.
2. Evidence of a teachable spirit and general willingness to learn and grow.
3. Evidence of strong communication skills, both written and verbal.
4. Demonstrate adeptness at problem-solving and conflict resolution.
5. Evidence of strong organizational skills and ability to finish tasks in a timely manner.
6. Demonstrate emotional maturity and stability in dealing with the challenges of life and school.
7. Evidence of the ability to maintain confidentiality pertaining to school matters.
8. Evidence of the ability to work collaboratively within a team.
9. Possess strong computer skills and familiarity with appropriate learning technology.
10. Have the ability to present a positive image of the school to others and to the community.

Mission Statement: Charlotte Christian School is a Christ-centered, college preparatory school, equipping and developing students to effectively integrate Biblical Truth and learning into their daily lives and to impact the culture for Christ.