



Providence Christian School of Texas

Position Title	Development Manager
Date Modified:	October 2024
Reports To	Director of Development
Work Hours	32-40 hours/week during the school year; less in the summer

Position Summary:

The Development Manager is a task and relationally oriented role that assists the Director of Development in carrying out the fundraising efforts of Providence. The position requires someone who is proactive, forward-thinking, a good communicator, and detail-oriented. The ideal candidate demonstrates a heart for the Lord, love for the School's mission, and care for the constituent groups that make up the Providence community.

Personal Qualities:

- A deep and abiding faith in Christ, demonstrated in a daily habit of prayer and time in Scripture
- A servant's heart and can-do attitude
- Resourceful and quick to learn new skills
- Friendly and hospitable
- Attentive to detail and highly organized
- Good planning skills and anticipating needs in advance
- Hard worker and responsibility-oriented
- Wise and discerning
- Confidentially and discretion

Education, Skills, and Experience:

- Degree in finance, accounting, marketing or communications preferred
- Proficient in Microsoft Word, Excel, PowerPoint
- Understanding of the development office
- An articulate writer with excellent grammar and skilled in oral communication
- Facility with systems and database software
- Enjoys working with numbers and charts
- Connection with Providence a plus

Essential Functions:

- Manage database and pull lists and reports as needed
- Maintain lists of donors, enter gifts, and generate thank you notes
- Work with volunteers on annual fund and school events, including alumni events
- Create plans and daily action items based on goals established by the leadership team
- Help plan and execute events throughout the year