Job Description
Director of Development

Accountability: Principal **Professional or Support:** Professional

Mission Statement

The mission of Rochester Central Lutheran School is:
Grounded in Grace. Formed in Faith. Learning for Life.

Job Description Summary and Purpose

The Director of Development is responsible for the development, implementation and advancement of all aspects of RCLS development department tasks - including the forming and management of the RCLS Foundation.

The purpose of the ministry of the Director of Development is to serve as a Christian role model for students and the community and communicate with the community, current and potential friends, and alumni the value and impact of the education ministry of RCLS. Another purpose is to generate an increasing level of financial support for the ministry of RCLS.

The Director of Development works cooperatively with the development department staff, RCLS Board of Directors, RCLS Foundation Board, RCLS administrative team, faculty, and staff.

Qualifications

The ideal candidate will:

- be a member of a congregation of the Lutheran Church - Missouri Synod or willing to establish membership in a member congregation of the RCLS Association upon employment. *Non*-LCMS *candidates may be considered if personal beliefs are aligned with Christianity, and the beliefs and practices of RCLS and LCMS.*
- accept and uphold the school's mission statement and statement of beliefs including those on marriage, sexuality and gender; and have a lifestyle that conforms to those beliefs.
- have a personal commitment to Lutheran education as a vital part of the ministry of the church.
- possess a bachelor's degree (i.e. non-profit management or similar)
- possess successful experience in advancement, development, communication, marketing, public relations, recruitment, fundraising or related fields.
- have a demonstrated history of personal initiative, self-motivation, attention to detail, and a desire to excel personally and as part of a team.
- possess excellent written, oral and interpersonal communication skills.
- possess excellent technology skills related to all aspects of advancement.
- possess strong organizational, time management skills and experience in advancement software.
- possess such mental and physical health to perform all duties and expectations of the position.
- possess a valid driver's license and have the ability to travel to off-campus events.

- have a desire to be part of a staff dedicated to the sharing of Christ and His love with all students.
- possess progressively responsible experience in development, sales, or other related experience.
- be available to work evenings and weekends as needed.
- provide a criminal background check of educational employees as established by the State of Minnesota.

Duties and Responsibilities

- Collaborate with the Board of Directors, RCLS Foundation Board, Principal, and Development department to plan and implement all aspects of RCLS development.
- Collaborate with the Principal to craft an annual needs plan and budget for the development program that aligns with the mission, vision, and priorities of RCLS.
- Collaborate with the Principal and development department to establish and execute annual objectives in the area of advancement, development, communication, marketing, public relations, recruitment, and fundraising.
- Collaborate with the Principal and Enrollment Director to communicate the ministry and activities of RCLS to alumni, parents, the Lutheran and the broader Christian community, and the general public.
- Coordinate all aspects of the development department for clear communication that supports the mission and vision of the school and promotes increased enrollment, donor engagement, planned gifts, major gifts, and effective ministry at RCLS.
- Provide administrative oversight for all development department staff members and programs.
- Provide regular reports to the Principal, RCLS Foundation, and RCLS Board of Directors on progress toward the development department annual objectives.
- Provide leadership for all fundraising initiatives including any kind of giving campaign, special events, major gifts, planned giving, gifts-in-kind, sponsorships, donor cultivation, grant writing, etc.
- Nurture both current and prospective donors resulting in growing numbers of donors and increasing individual gifts using comprehensive advancement strategies.
- Maintain an efficient and complete system of donor data, donor management records, and donor files.
- Implement and manage a donor stewardship program that thanks, recognizes, updates and nurtures donors at the level desired by the donor.
- Work closely with the Principal and volunteers in identifying and working with major gift prospects, including foundations and businesses, for the purpose of cultivation and solicitation of gifts.
- Engage in an on-going program of professional development in areas related to the position.
- Perform other duties as assigned by the Principal.

Limitations

- The Director of Development shall not place the RCLS in jeopardy by engaging in unethical or illegal practices.
- The Director of Development shall not fail to keep the Principal informed of the efforts of the development department.
- The Director of Development shall not fail to abide by the policies and procedures as listed in the faculty handbook and Board of Directors policy handbook.
- The Director of Development shall not have a lifestyle that is contrary to the school's statement of beliefs including those on marriage, gender, and sexuality; and shall not fail to annually formally affirm those statements.
- The Director of Development shall not allow any part of the advancement efforts to operate in a manner that jeopardizes the school's mission.
- The Director of Development shall not allow the advancement program to operate without appropriate policies and protocols.
- The Director of Development shall not fail to advise donors to consult professionals regarding legal and financial matters.
- The Director of Development shall not fail to honor the Association of Lutheran Development Executives' Code of Ethical Principles and Practices.
- The Director of Development shall not fail to perform the duties of the position in a manner that reflects positively on RCLS, the RCLS Board of Directors, and their events.
- The Director of Development shall not fail to meet the criminal background check requirements of educational employees as established by the State of Minnesota.

Term of Service, Compensation and Benefits

The Principal and Executive Committee of the RCLS Board of Directors shall annually determine the salary and benefit package afforded to the Director of Development. The Director of Development is a salaried 12 month position. Please see the employee handbook for specifics.

The Director of Development call/contract shall be on an annual basis. It is assumed that, given positive performance review, employment will be ongoing. Status on the LCMS official roster (divine call) shall be made available to individuals who qualify.

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.