

Position Title: Director of Development

Date Modified: February 2026

FLSA Classification: Full-time; Exempt

Duty Schedule: 12 months

Reports to: Head of School

Position Purpose: The Director of Development (DOD) serves as a strategic leader and brand ambassador, dedicated to advancing the school's vision, mission, and philosophy within internal, external, and extended communities. The DOD is responsible for designing and implementing a comprehensive advancement strategy focused on developing, sustaining, and deepening authentic relationships with individuals, families, foundations, and corporate partners. The DOD must be a highly energetic professional with a track record of building relationships and closing gifts.

Essential Functions

- Serve as a high-energy, visible ambassador for the vision and mission of PCA.
- Proactively engage the community with infectious enthusiasm for PCA's mission.
- Complete donor research and be proactive to develop and cultivate relationships with individuals, families, companies, and organizations.
- Create and maintain an active portfolio of prospective donor interactions and actions in Bloomerang.
- Effectively communicate the school's mission and financial needs to current and prospective stakeholders.
- Minister to the unique needs of donors by providing consistent, thoughtful engagement and demonstrating the tangible impact of their partnership.
- Lead the end-to-end grant process by identifying foundation and corporate funding opportunities, authoring compelling proposals, and reporting progress regularly to the Head of School.
- Plan and manage all development activities.
- Prepare professional internal and external correspondence and reports.
- Handle sensitive and confidential documents and information where judgment and discretion are essential.
- Believe and actively support the Academy's Statement of Faith and Lifestyle Statement.
- Participate in Academy committee and administrator meetings.
- Communicate ongoing fundraising priorities and goals to the Head of School.
- Actively participate, update, and contribute to the school improvement plan.
- Work in conjunction with the marketing and communications coordinator to ensure consistency of our vision and mission.

Fiduciary Responsibility

- Responsible for the annual operating budget of the development department.
- Work with the Head of School to secure capital campaign items.
- Plan, organize, and execute all fundraising events for PCA.

Spiritual Leadership

- Believe and actively adhere to the Academy's Statement of Faith and Lifestyle Statement.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Evidence of the fruit of the Spirit in dealing with people.
- Actively participate in a local Bible-believing church.
- Have a conviction of God's calling to Christian school administration.
- Create an environment for students to accept God's gift of salvation and be a Christian witness and

role model to them in order to help them grow in their faith.

- Uphold Biblical principles and maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Ensure that the campus work environment is Christian-based, nurturing, loving, and wholesome.
- Work with the administration and staff to address the spiritual formation needs of the students.

Education and Experience

- Bachelor's degree, prefer Master's minor/major in Communications, Public Relations, Marketing, and/or Education.
- Work experience in fundraising and/or non-profit development.

Requirements

- Possess strong computer skills, including Microsoft Office, Google applications, and database programs.
- Grow operational funding through charitable donations.
- Create an annual Development Plan that will be used to measure progress throughout the year.
- Work closely with the Head of School to identify and help manage the HOS's portfolio of donors.
- Receive ongoing professional development.
- Maintain satisfactory attendance and punctuality.

Physical Requirements and Work Environment

- Work in varied extreme outside weather conditions during special activities and fundraising events.
- Works in a highly stressful environment, dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.
- Work at a desk and computer for extended periods of time.
- Ability to maintain a flexible work schedule with some after-hours, off-campus, and out-of-town meetings.
- Maintain a professional appearance (See the Employee Handbook).
- Occasionally lift up to 30 pounds.