

# JOB DESCRIPTION

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<b>JOB TITLE:</b>	Director of Development		
<b>SUMMARY:</b>	The Director of Development is a mission-driven leader responsible for advancing the school's fundraising efforts through strategic donor engagement, oversight of the Patriot Fund and capital campaign, and coordination with school leadership to foster a culture of generosity. This role combines strong relationship-building, data-informed strategy, and a passion for Christian education to steward and grow the school's development program.		
<b>POSITION:</b>	Full-time, Salary, exempt	<b>REPORTS TO:</b>	Head of School
<b>BENEFITS:</b>	Paid Time Off, Insurance (health, dental, vision), Retirement Contribution		

## SPIRITUAL QUALITIES

- Acknowledge Christ as Savior and live as His disciple.
- Believe the Bible is the inspired, infallible, authoritative Word of God.
- Show a desire for spiritual growth through prayer, Bible study, and outreach.
- Be a Christian role model in attitude, speech, and actions.
- Share the Christian faith with others.
- Maintain a Christ-centered home.
- Actively participate in a local Bible-believing church.
- Handle conflicts using the Matthew 18 principle.
- Actively supports the school's Statement of Faith and mission.

## PERSONAL QUALITIES

- Strong interpersonal and relationship-building skills.
- Excellent communication and messaging ability—both written and verbal.
- Organized and detail-oriented; strong in planning and logistics.
- High energy, self-motivated, and able to work independently.
- Approachable, collaborative, and enthusiastic about Christian education.
- Discerning, discreet, and able to maintain confidentiality.
- Commitment to school's values, lifestyle statement, and authority.

## PROFESSIONAL QUALIFICATIONS

- Bachelor's degree required; advanced degree or fundraising certification a plus.
- Proven success in development, fundraising, donor relations, or a related field.
- Ability to personally solicit and close major gifts.
- Experience in capital campaigns and annual fund management preferred.
- Strong understanding of donor databases, reporting tools, and fundraising metrics.
- Comfortable being coached and committed to continuous professional growth.

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Developing Christlike Character  
and Academic Excellence

## KEY RESPONSIBILITIES

### **Strategic Development Leadership**

- Provide leadership and counsel to the Philanthropy Committee in stewarding and engaging leadership-level donors.
- Partner with the Head of School to direct capital campaign efforts, including strategy, donor communication, and execution.
- Initiate and manage the Patriot Fund, including annual goal-setting, multi-channel messaging, and donor engagement.
- Personally steward a portfolio of donors through regular communication, personalized follow-up, and in-person solicitations.
- Serve as a coach and mentor to other donor stewards, equipping them with effective messaging tools and relationship strategies.
- Craft and deliver mission-aligned messaging that inspires generosity and reflects the values of the school.

### **Donor and Community Engagement**

- Build and sustain strong relationships with leadership donors, alumni, current families, and the broader community.
- Be a visible and enthusiastic ambassador for the school, promoting its mission and values in all development interactions.
- Coordinate closely with the Director of Family Relations to ensure consistent, strategic outreach and donor communication.

### **Data and Reporting**

- Oversee the collection, organization, and analysis of fundraising and donor engagement data.
- Use data insights to evaluate development strategies, track donor trends, and guide future fundraising efforts.

### **Collaboration & Administration**

- Collaborate with the Head of School and administrative team to align fundraising activities with strategic school goals.
- Support development budgeting, capital campaign planning, and event logistics with strong organizational and project management skills.
- Assist in the creation and management of the school's annual development calendar, coordinating with all fundraising groups (PTF, Boosters, etc.).