



Faith Christian School

Director of Development

Reporting to and in partnership with the Administrator, the Development Director will spearhead development efforts as Faith Christian School continues to grow. This is a new position in the organization, thus the Director will have the opportunity to build the development function.

Responsibilities

- Develop and execute Faith Christian School's annual fundraising plan
- Secure financial support from individuals, foundations and corporations
- Manage the implementation of the donor database and oversee staff responsible for data entry and gift processing
- Develop and maintain ongoing relationships with major donors
- Creating and executing a strategy for a large sustained base of annual individual donors
- Overseeing organization of special events
- Developing and tracking proposals and reports for all foundation and corporate fundraising

Qualifications

- BA (required), MA (a plus)
- Five-plus years experience in development
- Demonstrated excellence in organizational, managerial, and communication skills
- Knowledge of donor database software

Salary

Contingent on qualifications

To Apply

Fill out Staff application available on website and forward to the school, attention: Dick Buckingham, Administrator