

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 program of the school.

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
- Answer basic questions about the school's statement of faith, provide biblical resources, be prepared to share the plan of salvation, and be willing to pray with and provide Biblical counsel to students and/or families as needed.

Qualifications

- Must be a Christian with a consistent testimony among his/her family, peers, and students
- BA (preferred), MA (a plus) or equivalent experience
- Five-plus years experience in development
- Demonstrated excellence in organizational, managerial, and communication skills
- Ability to communicate effectively in speech and writing
- Ability to collaborate with cross-functional team members such as Director of Marketing
- Experience with using donor database software

Physical Requirements

- Must be able to work a flexible schedule including occasional weekends and evenings
- Must be able to work during prolonged periods of standing and sitting
- Must be able to lift up to 25 pounds at a time

Compensation

Salary range is \$38,000-50,000 per year full-time and is commensurate with education and experience. Employee and family medical plans are offered with full time position.

Background Check Statement

Faith Christian School conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credential, licenses, and certifications.

To Apply

Complete and submit the Staff (Non-Teaching) Application [available on our website](#) and include all necessary documents.