

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 relatively new position in the organization, thus the Director will have the opportunity to build the development program of the school.

Responsibilities for Development Director

- 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 for Development Director

- 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 plan is offered with full-time position.

Background Check Statement

Faith Christian School conducts pre-employment screening for all position 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.