

Job Title: Director of Advancement

Reporting to: School Superintendent and School Board

Classification: Full time

Salary: Dependent on Experience

JOB SUMMARY/ DESCRIPTION

The Director of Advancement (DofA) is responsible to develop and oversee a comprehensive school fund-raising program. The Director of Advancement will develop and oversee the strategy, structure, and management of FCS's fund-raising efforts and is responsible for the planning, organization, and coordination of the efforts that are necessary to raise income. The DofA will represent FCS in the local community for the purpose of building financial support needed for the school's operation.

QUALIFICATIONS

The DofA must be a born-again, mature Christian who has a heart for FCS and Christian education. The DofA must demonstrate a Christian lifestyle and be in agreement with the philosophy, goals, and statement of beliefs of FCS; and must regularly attend a Christian church that is in agreement with the school's Statement of Faith.

The DofA needs to have the following qualifications and abilities:

- Able to solicit gifts face-to-face
- Strong verbal and written communication skills
- Tactfulness, commitment to confidentiality
- Innovation and creativity
- Organizational skills
- Enthusiasm and motivational skills which result in others participating
- Able to delegate
- Public speaking skills
- Accuracy with great attention to detail
- Pass a DMV and criminal background check

DUTIES AND RESPONSIBILITIES

Strategic Planning and Management

- Implement a fundraising plan with reasonable objectives, methods, and timeliness
- Work with the Administration in formulating annual goals to fund the development needs of the school
- Refine and implement a comprehensive annual plan for the raising of funds from individuals and businesses
- Develop and maintain reports on the progress toward goals
- Report regularly to the school Superintendent and Board
- Manage Advancement staff, overseeing their duties and contributions to the team's goals
- Collaborate with the Marketing and Communications department to represent FCS with professional excellence and a shared vision

Developing Donor Constituencies

- Identify, meet, and build relationships with, and solicit donor prospects. Prepare and present proposals to donors. Establish major donors.
- Acknowledge and track gifts
- Plan and facilitate face-to-face meetings and regular communication to maintain contact with present and prospective donors
- Maintain a database of current and potential donors
- Communicate with key donors regularly to maintain a positive connection with FCS via emails, newsletters, etc.
- Develop and maintain an Alumni Relations program to encourage involvement in school functions, and to encourage giving

Fundraising

- Establish a Major Donor Program
- Plan and direct annual fundraising events and campaigns (like the Lion Run and Gala) and regularly evaluate their return on investment
- Develop and implement a comprehensive plan for raising funds from individuals and businesses
- Continue Lion's Share (monthly giving program) and implement a tiered giving club
- Recruit and organize fundraising volunteers
- Work collaboratively and creatively to integrate development opportunities into publications and collateral materials for cultivating donors

- Write 4 or more fundraising letters annually

Other Duties

- Attend monthly Board of Directors meetings, prepare monthly Board reports, and participate in the annual budgeting process. Attend conferences and workshops approved by the Board with expenses paid by FCS.
- Making presentations about the school to local churches to make the case for and encourage student enrollment at FCS.
- Some evening and weekend hours will be required.