

Faith Christian School

Faith Christian School (FCS) is an independent, non-denominational Christian school in Yuba City, California. Established in 1975, the school is housed on two campuses and serves 300-400 kindergarten through 12th grade students and their families

Vision

Raising Christian World Changers

Mission

Our mission is to provide a quality education that reinforces the Christian training of home and church by: providing a Christ-centered, Bible-based education that inspires each student to know God through a personal relationship with Jesus Christ and to pursue excellence in moral character, academic achievement, physical, emotional and social development, and service to others.

JOB DESCRIPTION

Post title: Donor Relations Manager

Accountable to: Director of Office of Advancement

Location: Yuba City, CA

FT/PT: Part-time

Hours per week: 25-30 hours per week (may vary with fundraising schedule)

Salary: TBD

Conditions of employment: At-will, with 12-month probationary period

General description

As an integral team member of the Office of Advancement, the Donor Relations Manager is responsible for creating, managing and executing a comprehensive philanthropy strategy and annual fundraising and events plan with a donor-centered philosophy to ensure a diverse and sustainable revenue portfolio to support FCS's mission. Primarily, the Donor Relations Manager will lead the development of constituent relationships with school families, alumni, churches, corporate and business sponsors as well as other donors and prospects. This position plays a key role in developing and communicating the case for giving to donors and prospects, major donor recruitment and retention, corporate and foundation relationship building, successfully leading donor campaigns and events, strategic planning, and developing a comprehensive fundraising program. This position works closely with Office of Advancement and Finance/Accounting team members.

Duties and Responsibilities

1. Lead the development of constituent relationships with school families, alumni, churches, corporate and business sponsors, and other donors and prospects
2. Major donor recruitment and planned giving cultivation
3. Develop and implement an Alumni fundraising program
4. Develop donor recognition programs

5. Represent FCS at local community events or outreach events to promote the school and case for support
6. Schedule, plan, lead, coordinate and execute all school fundraising events (including recruiting and coordinating sponsors, participants, vendors, and/or volunteers)
7. Establish fundraising and/or participation goals for special events; measure ROI and effectiveness
8. Coordinate volunteer coverage to assist with non-fundraising events such as Back to School Night, Community Open Houses, Grandparents Day, Kindergarten Round-Up, Room Parent Meeting, Art Shows, Band Concerts, and other events
9. Coordinate with the Donor Management Officer to prepare and send constituent appeal letters (including for annual fund, Christmas bonus, Year-end appeal and other appeals to be defined)
10. Coordinate with the Data Manager to ensure donations and gifts are processed, receipted and acknowledged in a timely manner following gift receipt or pledge
11. Coordinate with Data Manager to pull regular reports out of DonorPerfect to evaluate donor relationship management and fundraising effectiveness; implement changes for improvements
12. Coordinate within the Marketing & Communications function within the Office of Advancement to post information to the FCS school website weekly and/or as needed
13. Report fundraising and events progress to Director of Office of Advancement (monthly)
14. Maintain effective communication and interaction with faculty, staff, administration, board members, students, parents, donors/supporters, local business owners, pastors and others
15. Support, encourage, and cheerlead an organizational culture of philanthropy
16. Perform other duties as assigned by Director of Office of Advancement

Desired Skills

1. Demonstrated ability to build a culture of philanthropy within an organization and to enthusiastically and successfully engage in one-on-one gift solicitation and ongoing donor stewardship
2. Comfort and facility with a wide range of philanthropic work, including solicitation and stewardship of individual, foundation and corporate donors, donors and potential donor cultivation and research, grant writing, and special events
3. A successful track record in executing on strategy, setting priorities, managing multiple projects and working effectively under pressure to achieve individual and organizational goals
4. Highly organized, detail-oriented, reliable and flexible; thrives in a fast-paced environment; a driving force who manages toward clarity, finds solutions and is able to think strategically
5. Excellent verbal and written communication and interpersonal skills, an ability to listen to and balance, negotiate and work with a variety of internal and external stakeholders
6. A consummate team player with a flexible, collaborative and creative approach who can lead from behind and empower teammates to contribute their best

7. Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint), donor databases (DonorPerfect), web-based applications and use of the internet for research required
8. Keen interest in learning and developing as a professional, staying on top of best practice research
9. Personal qualities of integrity, credibility and a commitment to FCS's mission

Position Success Criteria

10. Think strategically, creatively and innovatively
11. Adapt quickly to changing deadlines and priorities
12. Work well and with a positive attitude, and work on own initiative
13. Work effectively within a team environment
14. Effectively communicate to a diverse range of stakeholders
15. At times, be willing to work additional hours outside of the regular working day during peak fundraising campaigns

Commitment

16. Must be in agreement with the Position Statement of Faith Christian School, both in profession and practice, both publicly and privately
17. Commitment to maintaining strict confidentiality of donor, constituent, financial and gift data

Education

18. Bachelors Degree highly desired, preferably in marketing, communications, business, and/or finance. Will consider equivalent and relevant professional experience.