

# Grace Christian Academy

## Job Description

**TITLE:** Development Director

**REPORTS TO:** Principal

**START DATE:** Immediate

**STATUS:** Part Time

*The Development Director is responsible for the development of relationships with new and existing donors in support of the school.*

### REQUIRED QUALIFICATIONS:

1. Is a Christian role model in attitude, speech and actions toward others.
2. Qualification: Bachelor's Degree in education, marketing, not-for-profit management or a related field OR five or more years of experience in a marketing and/or development position; past experience in a school preferred.
3. Strong communicator in both written and verbal communication skills.

### GENERAL DESCRIPTION:

1. Ability to produce quality work within tight timeframes and simultaneously manage several projects.
2. Ability to facilitate and participate in group meetings.
3. Ability to build consensus and work within the framework of a team.
4. Ability and willingness to confront matters and engage in productive collaboration, when necessary.
5. Attendance at meetings during non-school hours (evenings and weekends).
6. Maintain a high level of professionalism in appearance and conversations.
7. Familiarity with Christian education.

### SPECIFIC RESPONSIBILITIES:

1. Works with the Principal to develop and implement an overall annual plan for increasing outreach to new and current donors, and the measure the success of that plan.
2. Ability to recognize and prioritize the needs of the school and tie them to development initiatives.
3. Prepare and deliver compelling presentations that drive potential donors to support the mission of the school.

4. Build relationships with supporting existing and new churches and pastors.
5. Strengthen relationships with major donors.
6. Development working relationships with the Board of Directors members
7. Conduct outreach and communicate effectively with new donors.
8. Develop an ongoing visit experience for donors and potential donors.
9. Track giving and run reports on giving through an online database.
10. Ensure timely thank-yous and follow-up for all donations.
11. Stay up-to-date on tax-advantageous giving opportunities and programs, and educate donors about those opportunities.
12. Prepare quarterly printed materials (request letter, newsletters, annual reports, strategic plans, etc.) that inform donors of the status of and needs at the school as well as assure them that their past support has made a difference in the lives of the school's students and families.
13. Develop and implement annual fundraising events.
14. Seek on-going opportunities for program development, community outreach and connection
15. Mail annual giving summary mailed to all donors in January.
16. Track alumni and develop a system for maintaining contact with them.
17. Participate in strategic planning, development, budgeting and program planning with the administrative team.
18. Participate in Board of Directors meetings.

**If Interested:**

Please send email a resume to [admin@gcachicago.org](mailto:admin@gcachicago.org)