

DIRECTOR OF DEVELOPMENT

JOB DESCRIPTION

REPORTS TO: Head of School

POSITION HOURS: This is a full-time, year-round position with reduced hours when school is not in session.

SPECIFIC FOCUS: A Director of Development (DoD) will create and execute fundraising strategies, manage donor relations, oversee campaigns and events, and lead development staff to secure funding for the mission of Three Oaks Christian School, working closely with leadership and the board to ensure financial growth and sustainability through cultivating major gifts, grants, and annual giving.

SUPERVISES: Development Assistant and volunteers

QUALIFICATIONS:

- A Christian with sound Christian character and witness.
- Be committed to the mission of Classical Christian Education.
- Strong leadership, relationship-building, and communication (written/verbal) skills.
- Detailed, self-starter who can look ahead, work hard, and do what is necessary to accomplish the tasks. Extremely reliable and can see the end from the beginning, thinking the entire process through and learns from how to make it better the next time.
- Proficiency in the use of MICROSOFT Office Suite applications as well as ability to gain proficiency in the school's donor management system (PraxiPower) and data analysis.
- Proven experience in nonprofit fundraising, strategic planning, and campaign management.
- Ability to work strategically and tactically, with an entrepreneurial spirit and fiscal accountability.
- Commitment to the organization's mission.

PRIMARY RESPONSIBILITIES:

- Strategy & Planning
 - Develop comprehensive fundraising plans, set goals, and manage budgets for development activities.
 - Research and apply for grants that support our goals and objectives.
- Donor Relations
 - Cultivate and maintain strong relationships with individual, corporate, foundation, alumni, and churches
 - Consistently and appropriately thank donors
- Campaign Management
 - Lead all aspects of fundraising campaigns (annual, major gifts, planned giving, capital campaigns) from start to finish.
- Event Management
 - Plan and execute fundraising events that engage donors and build community support (annual Partnership Banquet, Donor Chapel, etc.)
- Leadership & Team Management
 - Supervise, mentor, and empower the development team, working collaboratively with the Head of School, and Board.
- Reporting & Data
 - Enter donations into the donor management system (online gifts, cash, and gift-in-kind)
 - Track fundraising progress, analyze data, and present reports to leadership and the board, ensuring data integrity in donor databases.