



Director of Development and Advancement

2021

Job Title: Director of Development and Advancement

Reports To: Superintendent

Position Status: Full Time, 12-month contract

Pay Structure: Salary based on experience with an opportunity for additional compensation based on targets and results.

Start Date: As soon as possible

Benefits:

- Health and Dental insurance offered
- Vacation Time Off
- PTO
- 401k after six months of employment
- Tuition Waiver for Children

Western Christian School is looking for a dynamic development director committed to the values of Christian Education. The ideal person will have the experience, education, and a passion for our mission as a school.

WCS Mission Statement:

Western Christian School equips students for a life of faith and learning by providing a Christ-centered educational experience highlighted by four key distinctions: academic excellence, nurturing community, enrichment opportunities, peacebuilding & service.

Academic Excellence

- Teach the Bible as the inspired word of God, upholding an Anabaptist interpretation
- Offer college/university preparatory, technological, practical arts, and fine arts courses
- Prepare for a lifetime of learning by challenging students to develop analytical and critical thinking skills
- Commit to helping each student reach individual academic goals
- Promote the value and contributions of all peoples and cultures in the classroom

Nurturing Community

- Provide a holistic education focusing on the spiritual, intellectual, social, and physical development and wellness of each student
- Encourage, mentor, and disciple students to develop a personal relationship with Christ, recognizing the presence of the Spirit in daily life exemplified through gratitude, service, and stewardship



- Encourage active participation within the school, church, and global community by helping students and families to form relationships of accountability and respect within our diverse community

Enrichment Opportunities

- Provide opportunities for students to develop gifts and interests in athletics, art, drama, and music
- Offer off-campus educational and exploratory experiences
- Encourage the development of life-long relationships among students and faculty/staff through worship, weekly small groups, and community activities
- Establish connections to broader church institutions and agencies

Peace Building & Service

- Model and teach the way of Christ in dealing with life issues, conflicts, and reconciliation
- Provide opportunities for students to lead, serve, and share their faith journey within the school, church, and global community
- Assist students in identifying and developing personal spiritual gifts and abilities
- Promote an awareness and understanding of God’s creation by focusing on the care and stewardship of the earth

OVERVIEW OF POSITION:

The Director of Development leads the advancement of promotion and development programs and works closely with the Superintendent and Board of Directors to oversee and manage all Western Christian School development initiatives. The Director of Development must think strategically and practically to implement a comprehensive and results-oriented development plan that includes traditional and innovative strategies. This would consist of supporting development goals, strategies, and timetables for fundraising, annual gifts, capital gifts, endowment campaigns, alumni giving, planned giving and should include a complementary focus on prospecting and tactics to build key relationships with alumni, families, community, corporate, and foundation leaders. This position reports to the Superintendent and sits on the Strategic Planning Committee and provides written and, when requested, verbal monthly reports to the Board of Directors.

REQUIRED PERSONAL QUALITIES:

- be a committed Christ-follower,
- attend a Christian church regularly,
- be a role model in attitude, speech, and actions toward others,
- have the spiritual maturity and leadership abilities to align with Western Christian School mission,
- exemplify the Fruits of the Spirit and demonstrate additional character qualities such as servant leadership, humility, integrity, courage, enthusiasm, strength, courtesy, flexibility, gratitude, and wellness qualities such as energy, stamina, and endurance.



- meet everyday stress with emotional stability, objectivity, and optimism,
- refuse to use or circulate confidential information inappropriately,
- make an effort to appreciate and understand the uniqueness of the community of Western Christian School.

PROFESSIONAL QUALIFICATIONS:

- Demonstrates servant leadership embodies the mission of Western Christian School and exemplifies a collaborative, decisive, motivating, and engaging communication style.
- Fundraising experience; Experience securing major gifts, managing campaigns, and engaging a community of motivated supporters.
- Understanding of non-profit fundraising, preferably within an independent school.
- Managerial skills, particularly having experience successfully managing teams.
- Ability to balance multiple priorities in a complex environment.
- Knowledge of development practices, understanding of fundraising tools and technology, email and online campaigns, and donor research.
- Extreme tact and discretion, attention to relationship building, and a commitment to Christian education.
- Deep appreciation and understanding of the School's mission and the ability to articulate its values and vision internally and externally.
- Ability to create Key Performance Indicators (KPIs) for projects, plans, and strategies to ensure targets and goals are being met monthly, quarterly, and annually.

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RESPONSIBILITIES:

- Develops and implements a short and long-term advancement plan to meet established development goals and objectives. This includes, but is not limited to, strategic initiatives for



securing major gifts, donations, endowment gifts, implementing an alumni program, enhancing special fundraising, and the cultivation of giving events and developing new approaches to supporting traditional advancement initiatives.

- Provides monthly data related to giving goals and the measurement of progress toward giving goals.
- Serves as the lead for managing focused initiatives to secure major gifts and leadership gifts in support of fundraising initiatives and goals.
- Works collaboratively and creatively with the Leadership Team to appropriately position development opportunities and integrate messages in publications, reports, and collateral materials for cultivating and stewarding donors.
- Works collaboratively and creatively with the Leadership Team to appropriately seek and obtain grants related to school priorities and goals.
- Works collaboratively with parents and key constituents including board members, alumni, grandparents, parents, friends, and community members through (acknowledgment and relationship-building) cultivation efforts.
- Clearly articulates and promotes a strong case of need for philanthropy and builds opportunities to create and sustain a culture that understands the relationship between philanthropy and a unique mission of Western Christian School.
- Works collaboratively with the Finance Manager, and support staff to oversee the management of gift processing and donor acknowledgment, and the recording within a donor database.
- Manages prospect research and cultivation initiatives with a special emphasis on pursuing strategies to secure or increase giving from donors. This includes providing a structure and process for key advancement and leadership staff, and Board of Directors, for a regular review of strategies attached to solicitations of potential donors (e.g., contact reports).
- Develops strategies for existing donors to effectively move them through a meaningful cycle of giving.
- Meets regularly with the Superintendent regarding monthly, quarterly, and annual program goals and initiatives and routinely reports to the Board of Directors and appropriate committees.
- Attends Western Christian School events and activities and fosters pride and excitement for initiatives of Western Christian School.

To Apply:

- Complete [Digital General Application](#)
- Please forward the following information to hr@wcspioneers.org
 - Introductory Letter
 - Resume
 - 3 Professional References