



Job Description

Faith Christian School seeks to employ individuals who share a Christ-centered mission to train disciples of Jesus Christ for a life of influence.

Job title: Advancement Director

Reports to: the Head of School

Hours: Full-time, non-exempt

General Description

The Advancement Director is responsible to assist the Head of School in the advancement of the mission and the strategic plan as set forth by the Board of Directors. The Advancement Director must work with a broad range of constituents including but not limited to other members of the Administrative Leadership Team, teaching faculty, support staff, parents, and students. Relationships with donors and the community at large are high priorities. This position is a member of the Administrative Leadership Team.

Responsibilities

- Fundraising
 - Leads annual fundraising events and fundraising campaigns.
 - Oversees the execution of the events through planning and post-event assessment.
 - Meets fundraising amount goals within the scope of the annual budget.
- Constituent Relationships
 - Donors
 - Provides oversight of "Network for Good," the FCS donor data management software program.
 - Travels as needed to visit existing and prospective donors.
 - Develops and executes a specific program to care for top-tier FCS donors.
 - Facilitates the timely issuing of tax receipts and communications of gratitude.
 - The Community
 - Fosters healthy relationships with the community at large but, especially with local evangelical churches.
 - FCS Families
 - Promotes engagement through volunteer and other efforts.
 - Alumni
 - Fosters healthy relationships with FCS graduates, former students, and their families resulting in mutually beneficial opportunities.



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- Marketing
 - Provides oversight of consistent branding according to the [FCS Branding Guidelines](#).
 - Social Media: Create weekly posts/stories to both FaceBook and Instagram.
 - Website: Maintains the FCS website.
 - Promotional Materials: Creates and maintains FCS promotional and print materials throughout the year. This may include brochures, event/activity announcements, direct mailings, fundraising promotions, donor letters, and newspaper articles.
- Admissions
 - Student Recruitment and Retention: Leads efforts resulting in new student recruitment.
 - Face to face visits with local “feeder” organizations offering FCS services such as biblical messages, workshops, and coaching clinics. An annual goal of 25 visits.
- Perform a variety of administrative duties to assist the Head of School in leading the school.

Until enrollment reaches a point to allow a more fully staffed advancement department, the Advancement Director will have experience/aptitude to take ownership of marketing and fundraising, while the Head of School takes ownership of admissions with the assistance of the Advancement Director.

Skills Required:

- Strong communication skills in both written and oral presentation.
- A life that models a consistent daily walk with Jesus Christ; that serves as a Christian role model in speech, actions, and attitudes; and that contributes to the Christ-centered culture of the school.
- Evidence of the fruit of the Spirit in the nurturing of relationships with teachers and other staff members, students, families, and the community at large.
- Possess a collaborative and servant-leadership style.
- Possess the ability to manage multiple assignments while working in an environment subject to frequent interruptions and meeting deadlines.
- Possess well-developed organizational and time-management skills.
- Evidence of proven experience working collaboratively with an administrative team.
- Understand the importance of confidentiality.



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- Possess a broad range of technology literacy and proficiency.

Qualifications

The successful candidate must have a clear testimony of personal and mature faith in Jesus Christ as Savior and must be able to demonstrate active membership and involvement in an evangelical local church. Additionally, the successful candidate will have the following qualifications:

- Ability to support the statement of faith, the mission, and the foundational statements of Faith Christian School.
- Good judgment, experienced insight, a balanced perspective, a sense of humor, and an abiding good spirit.
- A bachelor's degree is preferred and/or equivalent experience.
- Certified Fundraising Executive (CFRE) certification is preferred.
- Experience in fund development with a proven track record of success in raising funds, particularly by securing major gifts, successful fundraising campaigns, and building a community of motivated, mission-driven supporters.