



Position Description

Job Title: Director of Development

Reports To: Head of School Position

Status: Exempt

Overview:

The Director of Development will be responsible for all fund development activities to include fundraising, donor cultivation, and capital campaigns for campus-wide expansion and improvement. The Director of Development will report directly to the Head of School and work closely with the Head of School to advance the mission and vision of Master's Academy. The Director of Development must be a strategic thinker who is able to practically implement a comprehensive results-oriented development plan. The development plan should include goals, strategies, and timetables for the following: facility expansion, capital campaign, annual giving, planned giving, fundraising, matching gifts, sponsorships, and grants. The capital campaign will be the first priority for the first several months. The Director of Development should be well versed in fundraising, prospecting, and in building relationships with donors and key constituents.

Qualifications/Competencies:

SPIRITUAL AND PERSONAL

The individual's life should reflect the following:

- A clear Christian testimony
- Committed to and growing in Christ as evidenced by: accountability to a local Christian fellowship; Christian commitment in personal and professional life; maturing biblical worldview
- A mature, godly spirit and practitioner of Matthew 18 model (see Employee Handbook)
- The qualities of a servant leader
- Confidential and discerning
- Professional demeanor
- Able to speak the truth in love
- Works well with others in distinct and/or shared roles
- Accountable to authority; understands jurisdiction
- Concurs with MAVB Statement of Faith/Core Values (see Employee Handbook)
- Concurs with MAVB Statement of Marriage, Family, and Human Sexuality (see MAVB website)
- Upholds MAVB stated mission (see Employee Handbook)
- Supports MAVB Philosophy of Education (see Employee Handbook)
- Free of criminal history and illicit use of drugs
- Education, Competencies, and Characteristics
- A demonstrated commitment to Christ and to Christian education; enthusiastic support of the mission and vision of Master's Academy
- Proven track record of fundraising success, particularly in securing major gifts, managing capital campaigns, and engaging community involvement

- Minimum 5 years of experience, with increasing responsibility in non-profit fundraising, preferably with a Christian school
- Ability to balance and manage multiple projects simultaneously
- Ability to recruit and manage a volunteer staff
- The ability to be a self-starter and to work independently and collaboratively as required
- Computer proficiency: Microsoft Office Products, Constant Contact, Bloomerang or other Donor Relations Platforms, Canva and/or other publishing programs
- Extreme tact and discretion, attention to detail, personable and outgoing; excellent communication skills
- Bachelor's degree in Communications, Marketing, Business Administration, Non-Profit Management, or related field

Key Responsibilities:

- Develop and implement a short and long-term advancement plan to meet specific goals and objectives. This includes, but is not limited to, strategic initiatives for securing major gifts, sponsorships, corporate donations, alumni giving, capital campaign gifts, annual appeal giving, and planned giving.
- Develop and implement prospecting tactics, including prospect research and cultivation
- Develop and nurture donor relationships to build trust, improve communication, and increase giving
- Develop a plan for fundraising working with faculty and staff as well as departments
- Develop new approaches to supporting traditional advancement initiatives
- Maintain a calendar of, and give oversight to, all fundraising events and activities
- Work collaboratively and creatively in marketing the school and fundraising events
- Serve as the capital campaign director with a focus on securing major gifts.
- Meet regularly with the Head of School regarding goals and initiatives; routinely report to the Head of School and appropriate committees
- Attend all Master's Academy events and activities and foster excitement for fundraising efforts
- Represent the school to both the internal and external constituency

Physical Requirements:

- This position requires the ability to work in an office setting, meeting routine deadlines, communicating well both verbally and in writing, and at times to work long hours.
- Must be able to sit for long periods at a desk/computer.
- Travel may be required at times as required for this position.

Evaluation and Compensation:

The Director of Development will meet with the Head of School for accountability and to review the adherence and development of this position description. The Head of School will conduct an annual performance evaluation and provide a performance review to determine compensation.

I have read and received a copy of my position description. I understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

Employee

Date