

Columbia Academy

Job Description

Director of Development

Columbia Academy is associated with churches of Christ and governed by religious tenets. The Academy complies with all applicable federal and state nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, religion, sex, age, color, national or ethnic origin, or disability in the administration of its employment practices.

TITLE: Director of Development
REPORTS TO: President
PAYROLL STATUS: SALARY EXEMPT, FULL-TIME, TWELVE MONTH
TYPICAL HOURS: 8:00 A.M. – 4:00 P.M.

PURPOSE AND SCOPE OF THE POSITION

The director of development reports to the president and oversees all fundraising efforts at the school. The job of the director of development is to build relationships with donors, to understand and articulate a rationale for support, and to solicit gifts on behalf of the school. He or she is a key member of the administrative leadership team, representing the school and its interests to the community.

MAIN RESPONSIBILITIES AND JOB TASKS

1. Work with the president to personally solicit funds from individuals, businesses and other entities.
2. Originate and encourage estate planning efforts.
3. Have a high level of involvement with planning and implementation of fundraising campaigns. Approve all fundraisers for organizations and teams.
4. Work with the board finance committee to help manage and grow the endowment.
5. Work with the board facilities committee to help plan for facility improvements.
6. Coordinate athletic fundraising efforts and obtain and recognize corporate sponsors with the support of the athletic director.
7. Work with CARE (Columbia Academy Reaching Everyone) and other volunteer and support organizations in their planning and fundraising efforts. Oversee the fundraising effort for the annual CARE dinner.
8. Help to maintain relationships and the line of communication between CA, donors and prospective donors.
9. Be highly involved in alumni relation efforts.
10. Oversee the donor and friend database, making sure it is kept up to date and accurate.
11. Strengthen relationships with CMA alumni.
12. Write development articles for the *Communicator*.
13. Write fundraising and “thank you” letters and oversee fundraising mailings.
14. Oversee the development portion of the CA website.
15. Evaluate and consider other potential fundraising projects and opportunities.
16. Work on campus budget planning and preparations.
17. Serve as a member of the school’s administrative leadership team.
18. Perform other duties as assigned by the president.

19. Abide by all school policies, including, but not limited to, the faculty-staff handbook.

KEY COMPETENCIES

1. The ideal director of development shall
 - Have a knowledge of Columbia Academy and a strong belief in its mission
 - Have prior experience in fundraising, particularly in a school setting

2. The director of development must demonstrate the following skills
 - Exhibit a personality that demonstrates interpersonal skills to relate well with all constituents – donors, prospective donors, students, staff, administration, parents and visitors
 - Effective verbal and written communication skills
 - Ability to schedule tasks, prioritize responsibilities and work efficiently
 - Ability to work independently, anticipate work needs and follow through with minimum direction
 - Ability to create and build strong relationships with people who may be able to support the school
 - Time management skills

3. The director of development must demonstrate the following personal attributes
 - Be completely honest, trustworthy and dependable
 - Possess cultural awareness and sensitivity
 - Be flexible
 - Demonstrate sound work ethics
 - Be an active member of a church of Christ

WORKING CONDITIONS

The director of development may occasionally work past the regular working hours. He or she may occasionally need to assist in lifting or moving supplies, materials, mailings or other items. The director of development must also interact with students, faculty, parents, and donors on a regular basis.