



## Director of Advancement

### Position Overview

The Director of Advancement leads all aspects of the school's advancement program, including visioning, goal-setting, and strategic direction for annual and capital philanthropy, and parent and alumni engagement. The Director of Advancement is a member of the Executive Team. The position reports to, and performance is evaluated by, the Executive Director.

### Required Personal Qualities

- Have received Jesus Christ as his/her personal Savior and have a clear testimony
- Believe that the Bible is God's Word and is the standard for faith and daily living
- Agree with the North Hills Christian School Statement of Faith

### Minimum Qualifications:

- Bachelor's degree or higher from an accredited college or university
- Experience in the nonprofit sector and in fundraising, with Christian education experience preferred

### Additional qualifications preferred:

- Understanding and familiarity with non-profit organizations and/or Christian schools
- Familiarity with DonorPerfect and ReadySetAuction software

### Essential Job Functions

- Actively support North Hills Christian School's mission and strategic fundraising goals, including the Annual Fund, capital campaigns, endowment, and planned giving
- Develop and execute strategies to grow philanthropic support, donor engagement, and a culture of giving with the North Hills community, including fundraising
- Identify, cultivate, steward and solicit donors while building authentic relationships with stakeholders
- Expertise working with and motivating volunteers and staff members
- Spearhead special development and alumni events, including annual IMPACT event and annual Eaglethon
- Identify corporate and foundation funding opportunities and help draft grant applications
- Maintain a database of all contributors and provide development reports as required, including processing of all gift income for the purpose of providing receipts and maintaining of giving records of donors to the school in conjunction with the business office
- Manage the development budget



- Collaborate with the Executive Leadership Team on high-level decision making and strategic thinking for the school
- Establish and execute forward-thinking development/advancement and strategic programs that optimally grow and develop annual, major and capital campaigns, legacy gifts and planned gifts
- Supervise and support the Resource Development Committee, ensuring alignment with school objectives and fostering a growth mindset
- Coordinate volunteer recruitment, screening, training, and supervision
- Excellent presentation, verbal and written communication skills; organizational skills and attention to detail

### **Working Conditions**

- Office environment
- Occasional night and weekend work required

Please submit resume, cover letter, and an online portfolio, if applicable, to Kelly Lookadoo, [klookadoo@northhillschristian.com](mailto:klookadoo@northhillschristian.com).

