

**Position Title:** Director of Development

**Division:** Development

**Reports to:** Administrator

**Status:** Full-time - salary

**Summary:**

The Director of Development (DOD) serves as the leader of Trinity Christian School's financial development. They are responsible for making strategic decisions affecting all resource development. Working with the Administrator, the person in this position is responsible for all fundraising and development activities, for forging new relationships to build the school's visibility and significantly increase financial resources. They will design and implement a comprehensive plan for developing key external alliances by cultivating individual and philanthropic support. Their primary responsibility will be establishing and implementing the infrastructure needed to raise established annual fundraising goals through the Annual Fund, personal solicitations, grant writing, online giving, direct mail, and special events.

**Duties:**

- Works with Administrator/Leadership Team/Board to set annual goals and budget
- Creates an annual resource development plan based on meeting budget goals
- Oversees grant applications and compliance
- Prospects and creates relationships with current and new TCS families
- Works with marketing to create onboarding materials for new families, with a focus on "Getting Involved at TCS".

- Creates a development calendar of communicating with families. Works with marketing to create content for sharing stories of success via email, letter and brochure.
- Work with Events Coordinator to create events calendar
- Maintains existing and identifies new donors for the Illinois Invest in Kids Scholarship program.
- Involved in community engagements that align with ministry's Christian worldview
- Works with existing donors to further expand current relationships
- Adjusts strategies as needed to meet annual budget goals and forecasts
- Maximizes the efforts of all staff and volunteers to meet the development goals set forth in the annual budget through all solicitation strategies
- Administers and reports on the progress of meeting resource development goals
- Assists in planning and organizing the Administrator's involvement to secure major donor pledges
- If utilized they will oversee the management contract with direct mail and mid-level cultivation vendors
- Oversees marketing initiatives and preserves the school's brand
- Oversees the donor database ensuring records remain current and all contacts and gifts recorded
- Makes sure all receipts, thank-you notes and calls are completed in a timely manner
- Ensures confidentiality of prospect/donor information
- Oversees and generates income-producing initiatives, including but not limited to major donors, mid-level donors, direct mail, events, grants, web/social media and capital campaigns
- Represents the ministry professionally and in accordance with fundraising standards to the public, donors, and volunteers
- Models Christian conduct and behavior at all times
- Performs other duties as assigned

### **Requirements:**

- Bachelor's degree in marketing or related field with at least 5 years' non-profit experience, or the equivalent in experience
- Proven resource development results

- Grant writing and grant solicitation experience would be desired but not required
- Skills in public speaking
- Proficient in office protocols and practices
- Proficient in MS applications and donor management systems (Blackbaud preferred)
- Demonstrated ability to handle confidential information according to procedures
- Excellent management and interpersonal skills
- Excellent organizational abilities, record keeping and time management
- Effective communicator, writer and editor

### **Working Conditions:**

- Travel to meet donors living in the area is required.
- Flexible work schedule required (some development activities occur in evenings and on weekends)

### **Work Plan/First Year Outcomes:**

- Launch an Annual Fund and develop solicitation strategies for each key constituency (Board, staff, new families, existing parents, grandparents, alumni)
- Create a development calendar
- Conduct four face-to-face contacts with donors and prospects per week
- Present personalized proposal to four prospective donors per month
- Represent Trinity Christian at 1 community event per quarter, (four per year)
- Attend key school and evening events when many parents will be in attendance (special chapels, sporting events, plays, etc.)
- Develop and implement strategy of donor involvement in the fundraising process
- Research, write, and submit four grant proposals first year
- Keep Raiser's Edge software updated
- Lay the groundwork for social media, direct mail, and planned giving strategies
- Represent the Christian ethics of Trinity Christian School to both internal and external constituencies