



JOB TITLE:	Director of Advancement
SCHOOL/DEPARTMENT:	All School
EMPLOYMENT STATUS:	Full-time
CLASSIFICATIONS:	Negotiable
REPORTS TO:	Administration
SUPERVISES:	Social media and website
CONTRACT YEAR:	June through May

JOB GOAL:

Support, initiate and coordinate the planning, scheduling and execution of various advancement strategies and events to build strong relationships with prospective families, current families, volunteers, donors, and the community.

MINIMUM QUALIFICATIONS:

- Exhibit a consistent Christian testimony (Galatians 5:22-23)
- Personal Relationship with Jesus Christ (John 3, Ephesians 2:8-9)
- Participates in a local Bible-believing church
- Ability to apply Biblical solutions to problems
- Personal integrity and self-motivation in the fulfillment of CCS mission
- Skill in budget preparation and fiscal management
- Ability to identify and secure alternative funding/revenue sources
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Ability to oversee and coordinate activities of Alumni
- Ability through public speaking to articulate an effective presentation
- Knowledge of non-profit monetary policies
- Ability to gather data, compile information, and prepare reports
- Skill to develop, plan, and implement short- and long-range goals
- Knowledge of cost control procedures
- Ability to analyze and solve problems
- Knowledge of executing giving plans
- Ability to supervise and train assigned staff/ volunteers
- Knowledge of procurement rules and regulations
- Ability to use electronic equipment for word processing, data management, information retrieval, and telecommunications

EDUCATION, LICENSING, AND TRAININGS:

- Bachelor's degree or equivalent or 3 years professional experience
- Preferred Qualifications:
 1. 1-5 years in school environment
 2. 1-5 years in advancement with results

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates the Fruit of the Spirit (Galatians 5) in personal and professional activities
- Responsible for identification and solicitation of constituents for ongoing giving campaigns
- Works with the CCS advancement team to cultivate relationships with alumni, prospective families, current families, volunteers, grandparents, and the community in order to enlist their partnership with fulfilling CCS' mission and vision
- Supervises and trains staff and/or volunteers engaged in advancement activities
- Responds to donor inquiries with accurate and timely information and secures donor gifts, and provides donors with relevant materials and receipts
- Identifies, cultivates, and stewards individual and corporate donor and/or sponsorship prospects; solicits gifts and /or sponsorships in accordance with established giving plans, policies, and parameters
- Represents Covenant Christian School at business and community events
- Provides on-site coordination, including problem solving, decision-making, and interaction with even participants, local vendors, and businesses at CCS in relation to advancement goals
- Prepares and provides post-activity evaluation data, as appropriate to the objectives of the advancement events

- Participates in CCS marketing by developing, designing and distributing advertising, press releases, mailings, posters, flyers, newsletters, brochures, banners and other promotional materials
- Develop consistent key messages about the school using multiple communications channels with the goal of building awareness of the school's mission and vision to current and potential stakeholders
- Develop, execute and maintain brand development strategies to enhance the school's brand position

and ensure all staff members are aware and follow guidelines on appropriate brand usage and communications

- Manage and maintain creative aspects of the school's website, and social media including design and content to attract new and repeat visitors
- Recruit, train and direct volunteers by building and maintaining relationships with school stakeholders
- Develop and maintain strong relationships with area church preschools

STUDENT SCHOLARSHIP PROGRAM:

- Create program as needed for CCS
- Oversees process - confirms all is done
- Handles and process all paperwork
- Confirms payments are received

ESSENTIAL JOB EXPECTATIONS:

- Appears professional in grooming and dress
- Performs miscellaneous job-related duties as assigned
- Available for weekend and after-hours activities
- Constant ability to maintain emotional control under stress

DISCLAIMER: *This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required by the employee. Typical tasks include but shall not be limited to those listed above. This description may be revised by the supervisor, with HR review and approval, at any time. Employees will be required to follow other job-related duties as requested by their supervisor/manager (within guidelines and compliances with Federal and State Laws.)*

ACKNOWLEDGEMENT STATEMENT:

I have read and understood this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations. I acknowledge that I have been given a copy of this job description.

Print Name

Employee Signature

Date

Print Name

Head Administrator Signature

Date