



Director of Development

Position Profile

The Director of Development serves as a member of the senior administrative team responsible for direct leadership of the school, with responsibility for the creation and execution of all development efforts. The Director of Development provides leadership in support of the school's overall mission, vision, strategic plan and organizational development.

General Responsibilities

- Develop, implement and execute a comprehensive fundraising program including annual, capital and planned giving components. Develop annual communication strategy to support the fundraising programs.
- Identify prospective donors for both annual and major gifts throughout the local community and beyond. Active and visible in local communities to build relationships and opportunities for support - local chambers, businesses, community events, etc.
- Maintain relationships with a portfolio of major donors, cultivating them toward meaningful support of the school.
- Coordinate with the Superintendent in the maintenance and cultivation of donor relationships.
- Support the development and execution of alumni engagement strategies to promote involvement and eventual support of alma mater.
- Maintain a visible presence in the school community by attending events in order to engage prospects and donors and build upon relationships.
- Work with Oakland Christian School Board of Trustees and Advancement Committee Chairperson on development activities and strategic planning. Attend/report at Advancement Committee meetings; report at Board meetings as requested.
- Serve as liaison between OCS and the Lancer Foundation.
- Work with the Lancer Foundation Board to communicate and advertise the formation of the Lancer Foundation 501©3 for donors to use as a vehicle for contributions.
- Aid in the development of fundraising goals for the Lancer Foundation.
- Attend bi-weekly senior administrative team meetings.
- Develop and administer the annual budget for the development department.
- Assist in the development and implementation of strategic plans.

Secondary Responsibilities

- Collaborate with the Admissions and Communications teams to further advancement efforts.



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- Perform public speaking within the community on behalf of the school.
- Assist with other duties, as assigned.

Administration

- Reports to the Superintendent.
- Full time, Exempt
- 12 month position

Personal Characteristics and Skills of Applicant

- Natural ability to build and maintain relationships.
- Ability to keep confidences and operate with highly sensitive information.
- High degree of comfort with public speaking.
- Values and deeply appreciates Christian education.
- Exudes a positive attitude and love for OCS wherever he/she goes.
- Has a growing and vibrant relationship with Jesus Christ.
- Demonstrates Biblical maturity and serves as a Christian role model.
- Maintains active participation in a protestant evangelical church.

Qualifications

- Bachelor's Degree required.
- Minimum of three years' experience involving direct solicitation of prospects.
- Experience managing a team of both professionals and volunteers.
- Proven ability to secure support at various levels.
- Strong communication, interpersonal and relationship building skills.
- Independent, self-starter, leadership ability
- Well organized and detail oriented with excellent multitasking abilities.
- Strong technical aptitude; ability to quickly learn and navigate new systems.
- Ability to prioritize and manage a wide variety of tasks in a dynamic setting.
- Ability to procure and increase gifts from alumni and donors
- Experience in marketing, public relations, and communications is desired.
- Excellent written and verbal communication skills, initiative, ability to recruit and work with volunteers, belief in a team approach to mission-driven goals.