



Job Description: DIRECTOR OF DEVELOPMENT

Goal: Develop and implement a fund raising program that generates capital resources in order to help advance the mission and vision of Lighthouse Christian School

Responsible to: Director of Education and Operations

Qualifications:

- Born again Christian and credible Christian role model whose godly lifestyle and character demonstrate obedience to God and the Holy Scriptures.
- Active member of an evangelical Trinitarian church.
- Accepts and supports the school's statement of faith.
- Indicates a continuing sense of God's direction in working at Lighthouse Christian School.
- Possesses a minimum of a Bachelor's degree.
- Preferably has training and experience in the area of business and/or finance.
- Possesses good written and verbal communication skills.
- Employs excellent collaborative skills
- Positively contributes to a joyful work environment
- Accepts and supports the decisions of the Board and Administration of Lighthouse Christian School.

Duties and Responsibilities:

- In liaison with the Director of Education and Director of Operations, develop and implement a fundraising strategy that will meet the current and future needs identified of the school
- In conjunction with the Director of Operations, oversee distribution of donor income for the agreed upon purpose
- In conjunction with marketing develop fund raising materials for use at Lighthouse Christian School
- Cultivate potential and current donors with documentation
- Stay current on development laws and regulations
- Attend board level committee meetings as directed by the Director of Education
- Manage the development office and supervise any employees/volunteers assigned to it
- Organize and execute annual school fundraising and cultivation events
- Coordinate with admissions new parent development meetings
- Maintain an accurate database of contributions and contribution receivables
- Analyze data to guide future cultivations and administrative decisions
- Ensure that all donors receive appropriate receipts and are properly recognized
- Prepare an annual report for school stakeholders
- Carry out all assignments and responsibilities, as delegated by the Director of Education

Work Requirements:

Exempt position ranging from 20-40 hours per week. Salary to be determined by work experience, schedule and qualifications.