

Ann Arbor Christian School
Job Description: Development Director

The Development Director is charged with coordinating and facilitating ongoing financial support for school. The Development Director will work with the development committee, the public relations committee, the finance committee, the board, and the principal to do the following:

- Develop and maintain an **active relationship** with the support base of the school. This includes:
 - Serving as a promoter of the school, providing tours of the school and its facilities, and meeting with supporters of the school to cultivate active relationships
 - Working with the principal and public relations committee to ensure that the vision of the school is continually communicated to the support base of the school
 - Recognizing and expressing gratitude for support of the school
 - Identifying special skills or resources in giving base, and matching passions to needs
- Facilitate and promote **giving**, by:
 - Serving as lead manager for capital campaigns, as directed by the development committee chair and with support from the development committee
 - Assisting the development committee in facilitating alternate forms of giving, including fund raising events, bequests, memorial gifts, endowment giving, etc.
 - Working with donors to develop materials for specific scholarship funds
 - Developing annual plan for fundraising
 - Developing an annual schedule for development activities
 - Developing materials for approaching donors
- Manage information related to the school's donor base, including a database of alumni, parents, grandparents, and friends of the school.
- The Development Director will serve as the Development Committee Chairperson.
- Research and seek alternate sources of funding for the school, including public or private grants, awards, and any other funding opportunities. This activity will include working with teachers to identify special needs, matching them to available resources, and writing proposals to seek funding.

Qualifications for the job of development director include a firm commitment to Christ, a dedication to Christian education, and a passion for promoting the school's vision for excellence and instruction in the Christian faith. The coordinator must also have strong interpersonal skills, and a willingness to invest time in developing and maintaining strong relationships with the school community.

The target hours for this position are as follows:

Develop relationships, promote giving, and manage information – 10 hours/week

Research and seek alternative sources of funding for the school, handle PR functions as needed - 5 hours/week

Revised: 2/28/08

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