



7th-12th Flagstaff Christian School

Advancement Director Job Description

TITLE: Advancement Director

JOB SUMMARY: This position works closely with the Head of School. The Advancement Director is responsible for devising, managing, and supervising the implementation of the advancement office activities and services to increase, diversify, and sustain support in the full spectrum of philanthropic funding for FCS, as well as to leverage the quality and impact of the communication work to enhance the school's image in all fields. The Director develops and implements strategies for identification, cultivation, solicitation, stewardship and retention of local donors for all approved fundraising priorities at FCS. Furthermore, The Director shall be responsible for enhancing and expanding the services of alumni relations.

QUALIFICATIONS:

1. Demonstrates Spiritual Leadership as outlined below.
2. Has earned a Bachelor's Degree from an accredited University. Masters preferred.
3. Minimum of 5 years successful experience.
4. Is certified through ACSI or will work toward the necessary qualifications and certification from ACSI within 3 years from date of hire.
5. Will pass a criminal background check.
6. Will become familiar with federal laws governing the school.

REPORTS TO: Head of School

TERMS OF EMPLOYMENT: 10-month term. Salary and work year to be established by the Head of School. Flexible Summer.

EVALUATION: By Head of School. Job performance will be evaluated annually in accordance with provisions of the Board's policy for Evaluation of Administrative Personnel.

SALARY: Commensurate with experience.

Job Responsibilities:

1. Spiritual Leadership

- a. Provides spiritual leadership with Christ-like actions, attitudes, and all communications in keeping with the scriptural principles with all members of the FCS community.
- b. Commitment to a vibrant walk with Christ including regular spiritual disciplines of prayer, Bible reading, church attendance, and accountability.
- c. Commitment to continual and ongoing personal and professional growth, modeling teachability, and lifelong learning to our community.

2. Administrative Leadership Team Member

- a. Develop, execute, and periodically review an effective and comprehensive strategic fundraising and communication plan.
- b. Strong understanding of the philanthropic industry.
- c. Familiarity with fundraising processes and procedures.
- d. Excellent communication and organizational skills.
- e. Ability to build relationships with donors.
- f. Strong problem-solving and critical-thinking skills.
- g. Ability to work independently or in a team setting.
- h. Ability to manage multiple projects and prioritize tasks.
- i. Develops alumni relationships.
- j. Prepare annual development and communication work plans, and set out income/funding and communication goals.
- k. Carry out prospective research on donors to identify, cultivate, pursue, secure and retain major donor support locally and regionally.
- l. Expand and diversify donor base/pipeline and work closely with the school's internal community to secure funding for existing and new initiatives/programs.
- m. Organize and execute annual fundraising events, special appeal initiatives, direct capital campaigns, and major gift solicitation activities utilizing best practices to meet or exceed the annual development income/funding goals with assistance of the Operations and Admissions Coordinator.
- n. Promote positive relations with and among the Christian community, civic, and organizational leaders.
- o. Provide ongoing professional development opportunities for staff and faculty.
- p. Comply with and enforce FCS' policies and procedures.
- q. Other duties as assigned.

3. Communication and Competency Skills

- a. Works with Head of School on future decisions that align with the school's mission and goals.
- b. Excellent oral and written English communication skills including editing and proofreading, public speaking, formal correspondence, and ability to communicate positively and effectively with a diverse audience.
- c. Communicates effectively to FCS constituents and involves them in the process.
- d. Ability to organize time effectively, establish priorities, set and meet goals, and manage multiple tasks accurately within deadlines.
- e. Ability to work autonomously and in a team setting with highly positive and motivational style.

- f. Protect confidentiality in all communications regarding proposed and consummated gifts.
- 4. **School Events**
 - a. Attends school events and activities as needed to understand FCS culture.