



Eagle's Landing Christian Academy

Job Description

Director of Development

Qualifications: Bachelor's degree required. Self-starter with a high degree of motivation to generate philanthropic support to fuel the mission, vision, and values of ELCA. Strong relationship builder who is kind, curious, and competitive. Keen attention to detail with the ability to manage projects and meet deadlines. Exemplary writing, editing, and verbal communication skills.

Reports: The Director of Development reports to the Head of School.

The Director of Development at Eagle's Landing Christian Academy is a professed believer in Jesus Christ. He or she must be able to provide leadership and supervision that is in direct alignment with the school's mission, philosophy, and statements of belief. The Director of Development should build positive relationships with potential donors through effective communication, personal requests to give, and disciplined follow-through. He or she should foster a culture of philanthropy and ensure that fund development is executed in direct alignment of the school's values, vision, and mission.

The Director of Development shall:

- Provide leadership in implementing a development plan for ELCA that creates opportunities for long-term, sustainable giving across a broad constituent base with a balanced mix of donor sources.
- Serve as a liaison with the Head of School, and Administrative Pastor to identify needs of the school and purpose of the ELCA Fund and other giving initiatives.
- Work closely with the Head of School and administrative team in forming strategic initiatives in support of campus plans, endowment, and ELCA Fund goals.
- Recruit, train, motivate, and recognize high impact volunteers to work with the development team.
- Plan and organize all special fundraising programs.
- Work to improve communication and strengthen the relationships between school, parents, and alumni as well as other constituencies.
- Plan and supervise the solicitation of parents and alumni for gifts and works.
- Maintain a portfolio of top donors and prospects in coordination with the Head of School.
- Ensure payment of pledges and coordinate the donor recognition program.
- Assume responsibility for the development, design, organization, and implementation of all capital campaign planning, solicitation, and activities in coordination with ELFBC.
- Serve as a parent and donor ambassador by building relationships with school families to transform them from consumers to investors of our mission.
- Oversee the ELCA Fund Campaign in coordination with the Marketing/Communications Director.

- Identify, cultivate, and solicit donations from the ministry team, current parents, grandparents, faculty/staff, community, and church staff to support the ELCA Fund and other misc. needs of the school.
- Manage and coordinate special events alongside the marketing staff.
- Coordinate parent volunteers and help groups to organize parent events, connect volunteers to appropriate campus departments, and aid in the production of requisite printed materials for mailing and events.
- Coordinate the Georgia GOAL Program and solicit current parents, ministry team, church members, faculty/staff, and community for redirected state tax dollars to support the Georgia GOAL Fund for ELCA.
- Oversee school auxiliary organizations to coordinate their fundraising efforts and to ensure they do not overlap with the overall fundraising efforts of the school.
- Meet with outside foundations to secure grants to support the mission of ELCA.
- Prepare annual budgets for the development department.
- Maintain accountability to ensure compliance with all regulations, laws, and the code of ethics for fundraising professionals.
- Supervise the development coordinator.
- Perform other duties as assigned by the Head of School.