



## Director of Development

The Director of Development is a member of the executive leadership team and reports to the Head of School. This position leads the development and execution of the school's fundraising efforts including donor cultivation, annual fund, capital campaigns, major gifts, corporate and foundation grants, individual giving, public funds, special fundraising events, and legacy giving. The Director, in conjunction with the Director of Constituent Relations, will develop marketing and communication materials that promote the values and mission of Lexington Christian and keep donors and other friends of the school regularly informed of school updates, needs, and successes.

He/she will establish strong relationships with the faculty, staff, governing board, volunteers, donors, and the general community.

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### ESSENTIAL FUNCTIONS AND BASIC DUTIES

The essential responsibilities for the Director of Development will be, although not limited to, the following functions:

#### Planning

- Develop and implement a comprehensive development plan with strategies for donors and prospects in each constituent group including current families, grandparents, alumni, community groups, and corporations.
- Collaborate regularly with Head of School and Board members to ensure a clear and accurate interpretation of the school's fundraising vision and direction.
- Collaborate with Head of School and Director of Finance to establish fund development goals and performance measures; monitor and evaluate results.
- Keep up-to-date on current fundraising programs, practices, and procedures used in the nonprofit sector.

#### Fundraising

- Develop and execute the fundraising efforts including donor cultivation, annual fund, capital campaigns, major gifts, corporate and foundation grants, individual giving, public funds, special fundraising events, and legacy giving.

- Develop case to support capital campaign using personal interviews, phone conversations, and electronic surveys to gauge level of support for campaign effort.
- Validate and recommend campaign goals with detailed analysis of likely gift ranges, number of gifts and campaign calendar.
- Provide strategies for identifying, selecting and recruiting campaign leadership including campaign chair (or co-chairs,) and steering committee.
- Develop campaign procedures and strategies (including fundraising events) to ensure the school is successful in its campaign.
- Execute communication plan and calendar of events.
- Produce campaign status reports for Board of Directors and Head of School.

#### **Grant Requests and Administration**

- Research grant and other fundraising opportunities aligned with the school's vision, values, goals, and priorities and produce materials in a high-quality manner.
- Establish and maintain productive relationships with local foundations.
- Coordinate and lead site visits foundation leaders to the school, providing inspiring representation of Lexington Christian.
- Produce monthly grant status reports for Board of Directors and Head of School.

#### **Donor Development and Gift Cultivation**

- Build and maintain relationships with donors of all type, develop strategies for solicitation, and coordinate the solicitation by other staff, Board, or volunteers, as appropriate.
- Establish and maintain productive relationships with individuals, families and businesses ensuring that Lexington Christian is attracting, retaining, and motivating donors and fundraising volunteers.
- Coordinate and lead site visits of individuals, families and businesses to the school, providing inspiring representation of Lexington Christian.
- Assist Board members, leadership team, and other volunteers as necessary to identify, cultivate and solicit charitable gifts.
- Ensure all gifts and visits are appropriately acknowledged and entered into the database.
- Ensure compliance with all relevant regulations and laws, maintain accountability standards to donors, and ensure compliance with code of ethical principles and standards for fundraising.

#### **Marketing and Communication**

- In conjunction with the Constituent Relations team, create marketing pieces, with consistent branding and messaging, to promote school for fundraising and community outreach purposes (e.g., school profile, brochures, press releases, visitor packet, donor/volunteer interest cards, etc.).

- Develop and implement all aspects of direct donor mailings, appeal letters, and other donor mailings, as needed.
- Collaborate to ensure social media reflects school needs, as well as gratitude for our volunteers and donors.
- Lead the publishing of an organizational annual report at the end of each fiscal year.
- Acknowledge all gifts and donations

### **Events**

- Direct, manage or oversee all fundraising events.
- Work with appropriate staff and volunteers to ensure that all aspects of a successful event are coordinated towards a common goal.
- Develop and solicit sponsors for programs and events as needed.

### **Data Management and Reporting**

- Ensure Development & Advancement Team maintains comprehensive prospect and donor records, including information from special events and in-kind donations, through donor database.
- Collaborate with Director of Finance to manage fund accounting and budget of restricted funds.
- Ensure Development & Advancement Team tracks pledge payments and mailing of payment reminders to donors.
- Produce all donor reports, including any annual reports for grants and reports for receipt of public funds.

## **QUALIFICATIONS**

### **EDUCATION/CERTIFICATION:**

- Bachelor's Degree

### **REQUIRED EXPERIENCE:**

- Master's Degree (preferred)
- At least five (5) years development experience
- Knowledge of the non-profits and education marketplace desired

### **SKILLS/ABILITIES:**

- Excellent judgment and decision-making skills.
- Outstanding organizational skills, planning, professionalism, and attention to detail.
- Excellent oral, written, and interpersonal communication skills, across a wide variety of stakeholders.
- Proven ability to self-direct and prioritize among competing goals.
- Able to initiate process improvements, using data to identify and solve problems.

- Ability to work well under pressure.
- Proven ability to manage the ambiguity and multiple priorities inherent in a dynamic, fast-paced work environment.
- Demonstrated ability to work well with others and build relationships with colleagues and external constituents, including major donors, community leaders, and members of the Board of Directors.
- Ability to motivate, excite, and educate both internal and external resources.
- Ability to inspire faculty and staff to be effective resources in fundraising endeavors.
- Exceptional leadership and flexibility.
- Proven ability to model the values and expectations of Lexington Christian Academy.
- Proficiency in Microsoft Excel, PowerPoint, Word, and database software.

## **TO APPLY:**

An LCA Staff Application can be found on our website where positions are posted <http://www.lexingtonchristian.org/about-us/joinus.cfm>. Interested individuals should email a completed, saved .pdf of LCA Staff Application along with resume to Julia Leopold, Director of Human Resources, to [jleopold@lexingtonchristian.org](mailto:jleopold@lexingtonchristian.org).