

The Charles Finney School
DIRECTOR of DEVELOPMENT
Position Description

The Director of Development at The Charles Finney School is responsible for the administration of the fundraising program for the school working in collaboration with the President, Board of Directors and volunteers. The Director of Development serves on the leadership team of the school, and reports directly to the President.

General Responsibilities

- Provide leadership for the development and administration of a fundraising program that meets requirements for external financial resources needed to achieve the mission of the school.
- Effectively engage members of the Board of Directors, the staff and volunteers in achieving the goals of the development program.
- Articulate a vision and set goals for fundraising that are fully supported by the President, Board of Directors and the CFS community.

Specific Duties

- 1) Board of Directors – In coordination with the Board Chair and President, set expectations and facilitate board member involvement in fund raising.
- 2) The Case for Finney – In coordination with the Board and the President, establish a compelling case statement for donor support of CFS.
- 3) Establish and achieve responsible goals for major gifts and annual giving from alumni, parents and friends.
- 4) Major Gifts – Implement a major gifts program that involves the identification, cultivation, and solicitation of major gift prospects and the stewardship of donors. Major gift donors include individuals, foundations, churches, corporations.
- 5) Annual Giving Programs – Plan and conduct an annual appeal and Finney Society.
- 6) Presidents’s Role – Advise and engage the President in the cultivation and solicitation of donors.
- 7) Donor and Prospect Pool – Maintain and expand a prospect pool. Manage the engagement of the Finney staff and volunteers in the cultivation and solicitation of prospects.
- 8) Records – Oversee an effective system of record keeping, gift acknowledgement, reporting, etc.
- 9) Solicitation – Be the lead solicitor, along with the President of major gifts (\$5,000 and higher). Conduct face-to-face solicitations with prospects and donors.
- 10) Prospect-Donor Engagement – In coordination with the President, faculty and staff, identify opportunities to inform prospects and donors about programs and activities of CFS.
- 11) Fundraising Materials – Supervise the preparation and distribution of fundraising materials. Recruit and work with volunteers to help major gift efforts.

- 12) Special Events – Plan and host special donor cultivation events.
- 13) Planned Giving Program – Establish a planned giving program.
- 14) Chairman’s Council – Support and participates in meetings and related activities of the Chairman’s Council.

Annual Performance Expectation Measures: Achievement of goals for the following:

- 1) Number/percent increase in donor prospect pool.
- 2) Funds raised and percent of increase.
- 3) Annual giving amounts and levels of participation by parents, former parents, alumni.
- 4) Major gifts solicited and amount raised.
- 5) Board participation – contribution of money and time.
- 6) Number of volunteers “effectively” involved in fundraising activities.

The Ideal Candidate Will Have the Following Qualifications:

- 1) Desired-Minimum of 5 years successful experience in fundraising administration. Will consider strong entry level candidates.
- 2) The necessary degree of personal and professional confidence and presence to guide the fundraising activities of the President and Board of Directors.
- 3) College Degree
- 4) Demonstrated success in personal solicitation of major donors for those with experience.
- 5) Ability to cultivate positive relationships with current and potential donors.
- 6) Knowledge of regional Christian churches and in-depth understanding of Christian views and interests which includes a personal relationship with Jesus Christ.
- 7) Ability to develop and maintain strong relationships with individuals from a wide variety of Christian backgrounds and practices. Previous experience with private K-12 education desirable.
- 8) Personal Commitment and passion to Christian Education.
- 9) Successful experience in making cold calls for major donors as well as developing cultivation and solicitation strategies.
- 10) Excellent interpersonal skills.
- 11) Demonstrated record of achieving established goals.
- 12) Willing to travel on occasion.

Compensation:

Salary commensurate with experience

Please send cover letters and resumes directly to: mvanleeuwen@finneyschool.org .