



EVERGREEN ACADEMY

Educating Students...Training Leaders...Commissioning Warriors

DIRECTOR OF DEVELOPMENT JOB DESCRIPTION

It is and shall be the policy and practice of Evergreen Academy in the hiring of employees that the school will not discriminate based on the applicant's race, color, biological sex, nationality, or ethnic origin. We reserve the right to screen applicants based on religious preference and their suitability to match their gifts, talents, and experience with the vision and mission of our school.

ACCOUNTABILITY:

Classification: Exempt, Salaried

Responsible to: Head of School

Supervises: Volunteers

Evaluation: Performance will be evaluated in accordance with this job description

General Description: The Director of Development is accountable for the planning and execution of development/fundraising activities for Evergreen Academy. Reporting to the Head of School, the Director of Development will work to create and provide overall management of the capital campaign and fundraising strategies used to meet different financial objectives.

CREDENTIALS AND CALLING:

- Have a saving relationship with Jesus Christ
- Have earned a bachelor's degree.
- Have a love and passion for God and students.
- Be called by God to partner and work at Evergreen Academy
- Be an active member of a Bible believing church.
- Have a saving relationship with Jesus Christ
- The ability to maintain strict confidentiality of donor and prospect information.
- Agree to support and sign the EA Statement of Faith
- Agree to support and sign the EA Lifestyle Statement

ESSENTIAL JOB RESPONSIBILITIES

Development Responsibilities:

- Implement a comprehensive plan for the raising of funds through individuals, corporations, businesses, and foundations.
- Manage a portfolio of individual and prospects and donors and cultivate private donor support such as corporate and foundation donors.
- Develop annual and major giving plans to successfully meet established fundraising goals,
- Collaborate with the Head of School and other leadership to develop strategies and achieve goals in both annual and major giving.
- Establish short and long-range goals for capital fundraising efforts.
- Oversee gift processing by ensuring policies, systems and procedures built on ethical standards for soliciting and reporting.
- Create processes that ensure donors receive a "personalized" donor experience,



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- In collaboration with the Head of School and School Board, develop, plan, and execute a capital campaign strategy to raise funds to support Evergreen Academy's future Master Site Plan Vision.
- Ensure all donations are received and processed appropriately.
- Develop marketing material to support capital campaign efforts.
- Initiate and maintain contact with major donors, building meaningful relationships.
- Create and maintain a donor management system that builds a pipeline across various donor audiences.
- Provide donors with high-quality reporting on the impact of their gift.
- Provide the Head of School with accurate and timely monthly fundraising reports.
- Nurture and maintain a highly collaborative relationship with the Head of School, church leadership and members of the school board, supporting them in all their fundraising activities and responsibilities.
- Oversee the development of relationships with new families, new donors, community leadership groups, pastors and churches, grandparents, foundations, and organizations.

Developing Donor Constituencies

- Build relationships with a variety of constituencies. Identify and solicit donor prospects, prepare, and present proposals to private donors, corporations, foundations, and other granting agencies.
- Acknowledge and track gifts, correspondence, and communication with donors.
- Plan and facilitate activities/occasions to maintain contact with present and prospective donors.
- Create, maintain, and update a prospect database of current and potential donors.

Fundraising

- Establish, develop, and grow an endowment fund on behalf of EA.
- Establish a Planned Giving program and present Planned Giving options to appropriate candidates.
- Research, write, and submit grant proposals from all appropriate grant-funding avenues.
- Solicit, recruit, and organize fundraising volunteers.
- Work collaboratively and creatively to appropriately integrate development opportunities into publications and collateral materials for cultivating and stewarding donors.

SKILLS, ATTRIBUTES, AND EXPECTATIONS

The ideal candidate must:

- Possess a professional disposition and attitude.
- Have excellent verbal and written communication skills.
- Be able to gain and maintain confidence and cooperation of faculty, administration, and students.
- Can maintain and exercise discretion with confidential information, records, and materials.
- Be detail-oriented and be able to meet deadlines under pressure.
- Can work with minimal supervision and frequent interruption.
- Have excellent customer service skills and the ability to communicate with various stakeholders.
- Demonstrate strong organizational, time management, problem-solving skills, initiative.

THE RIGHTS OF EVERGREEN ACADEMY

Evergreen Academy reserves the right to alter this position's job description/job duties to meet the needs and goals of the school.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT.