



## **JOB DESCRIPTION**

**Position: Director of Development**

**Responsible to: Head of School**

**General Responsibilities:** The Director of Development is responsible for formulating and implementing an integrated fundraising strategy and helping TCS develop a culture of philanthropy. The Director of Development will work with the Head of School to oversee and execute capital campaigns, the Good to Great Fund (annual fund), the Mane Event (annual gala and auction) and other fundraising initiatives. The Director of Development is a member of the Leadership Team and will provide input into school wide decisions.

### **Specific Responsibilities:**

- Take a lead role in cultivating external relationships with foundations, corporations and philanthropic leaders.
- Build strong relationships with internal and external constituencies
- Assist the Head of School with donor relationships and major gifts
- Strategize and execute an annual fund, (Good to Great Fund) an annual gala (Mane Event), and capital campaigns
- Secure additional funds through grants and other avenues
- Develop an engaging alumni program
- Track and report philanthropic giving
- Work with the Advancement Assistant to maintain and enhance the donor database
- Other duties as assigned by the Head of School

### **Required Qualifications:**

- Professes a saving faith in Jesus Christ as Lord and Savior and accepts the authority of scriptures as a guide for faith and living
- Model Christian character in speech and actions
- Align with the school's defining characteristics
- Bachelor's Degree
- Experience with capital campaigns
- Successfully managed major giving programs, fundraising events and volunteers
- High proficiency with technology
- Outstanding interpersonal skills
- Ability to handle multiple projects simultaneously and prioritize effectively
- Detail-oriented
- Excellent written and verbal communications skills
- Eager to collaborate with the Leadership Team
- Independent/Christian school experience is preferred