



SUMMARY

The Director of Advancement represents the ministry of St. Paul's Community School to a portfolio of primarily major donors. The focus is on building long-term relationships that invite people into meaningful partner giving relationships that supports the students of St. Paul's. This person also proactively manages a cycle of development events designed to increase the number of current major and mid-major donors within the local region.

Works out of the school and is a Leadership Team member of the staff. Participates and helps lead meetings and trainings with teachers and staff. **Travels locally and regionally as needed.**

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Event Planning & Management (20%)

This person also proactively manages a cycle of development events — point of entry tours, cultivation events (Partner Days), and an annual ask event — designed to engage current supports in inviting friends and connections to learn about and get involved in giving to St. Paul's Community School. This person will be responsible for setting goals for new guests as well as tracking cumulative giving to the annual fund for the school.

Mid-Major to Major Donors in Region (80%)

Focuses on existing major and mid-level donors who currently give to the school, in partnership with the Head of School. These donors are typically individuals who give to sponsor a student or give regularly in other ways.

1. Formulate individualized engagement strategies designed to intentionally strengthen and advance each donor relationship.
2. Personally engage each donor utilizing phone, email, mail and other non-face-to-face interactions to:
 - i. **Thank well** -- provide timely and personal acknowledgement of all significant giving, and expressing appreciation for financial and prayer support.
 - ii. **Report well** -- provide personalized reports at least annually showing the impact of donors' giving and the value of partnership. Deliver according to donors' preferred mode and frequency.
 - iii. **Update and educate** -- Share what God is doing through St. Paul's Community School and in the lives of the students at the school.
 - iv. **Show opportunities for partnership** -- invite people into meaningful partnership through new giving opportunities that align their ministry passions with St. Paul's Community School.
 - v. **Serve donors** -- serve as personal point of contact for all requests, questions, account maintenance inquiries.
 - vi. **Donor ministry** -- Connect on a spiritual level; encouraging walk with the Lord, praying with and for them, and incorporating principles of Biblical stewardship and generosity as appropriate.

SPECIFIC RESPONSIBILITIES

- Maintain a strong Christian witness and humble spirit to colleagues and all constituent groups.
- Remain updated on Christian education and urban ministry issues, and local items that may affect students and families of St. Paul's Community School.
- Maintain ongoing awareness of new and current donor giving activity.
- Accurately document all donor contact and information into donor database.
- Report donor engagement activity and outcomes monthly to the Head of School.
- Participate in weekly meeting with the Head of School and Board Members as needed.
- Grow the donor base by discovering and developing new major donor partnerships through intentional networking and research.
- Work with administrative staff to ensure swift facilitation of gifts, including stock transfers and other planned giving options as directed by donors.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

Must have a deep and mature relationship with Jesus Christ, be willing to share that journey in building relationships with donors, and have a passion for theological study, and seeing the gospel reach all areas of people's lives. Must also have a passion for the cause of urban ministry and Christian education. Must have the highest personal integrity, be a self-motivated, disciplined, and proactive worker, possess a high relational/emotional intelligence, excellent communicator, value confidentiality, and be a team player who builds trust and credibility within St. Paul's Community School and outside of the ministry. The requirements listed are representative of the knowledge, skill, and abilities required. Compliance with all policies and procedures of St. Paul's Community School is required at all times.

TRAVEL

Travel requirement will mostly be local donor appointments, including utilization of your own vehicle, but may also include 10-20 nights away for donor meetings. In addition to traveling locally and regionally to meet with donors, this may also include one professional development trip and other travel as deemed necessary.

EDUCATION and/or EXPERIENCE

Must be a proven self-starter with successful track record of developing relationships with high capacity individuals. The ideal candidate will have 3-5 years in a development role and experience in raising \$1 million or more annually through major and mid-level donor engagement, and possess refined development and communications skills. Computer and database proficiency required. Bachelors' Degree with four years of experience or equivalent combination of education and experience required. Twelve credit hours of college-level Seminary or Biblical studies are preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

OTHER SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, and use data management software effectively.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to talk or hear. The employee is occasionally required to stand; walk; and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

EVALUATION

The Director of Advancement will be evaluated by the Head of School annually.