



JOB TITLE: Head of Donor and Community Relations **FLSA:** Exempt

DEPARTMENT: Capital Campaign **CLASSIFICATION:** Full-time

REPORTS TO: Head of School **DIRECT REPORTS:** None

BENEFITS: Medical, dental, and vision insurance, 100% tuition discount, basic and voluntary life insurance, and 401(k) Retirement Plan, with 4% matching after one year of service. Supplemental benefits such as short-term and long-term disability plans and flexible spending accounts are available as employee-paid benefits.

WORK SCHEDULE: Twelve-month, at-will, position, with vacation leave accrued at 6.67 hours per pay period, sick leave accrued at 3.33 hours per pay period, and 24 hours of personal/emergency leave available August 1 each year. Holidays include: Martin Luther King Day (observed), Presidents' Day (observed), Good Friday, Memorial Day (observed), Independence Day (observed), Labor Day, along with the school breaks of Fall Break (usually two days), Thanksgiving Break (usually three days) Christmas Break (approximately two weeks), and Spring Break (five days). This position typical works during non-traditional business hours and beyond the 40-hour work week, as needed. Evenings and weekends are expected.

JOB SUMMARY: Cultivates Metro Christian Academy's capital campaign, major gifts, donor relations, and community relations.

ESSENTIAL FUNCTIONS: This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this position. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this job description.

AREAS OF RESPONSIBILITY:

- Works with the Head of School, advancement and marketing staff to identify, cultivate, solicit, and steward donors to the Capital campaign.
- Researches public and private grant agencies, foundations, businesses and individuals to identify potential sources of funding; works in conjunction with the advancement department to not duplicate donor requests.
- Leads at least one campaign committee.
- Cultivates opportunities, solicitations, briefings, and donor relationships.
- Develops communication materials in partnership with the Head of School and Senior Marketing Associate.
- Oversees campaign gift documentation and acknowledgement process to ensure personal, timely, and appropriate recognition of support, including monthly reconciliation with the Business Office.
- Ensures donors at all levels of giving are appreciated for their contribution and continued support.
- Oversees the campaign recordkeeping and progress; prepares and presents reports, as requested.
- Manages campaign budget along with the Head of School and Business Office.
- Works collaboratively with all levels of employees, volunteers, parents, Board members, donors, and prospective donors.

- Spokesperson for the Gibbs grant, mission-fit identification, and other similar community missional endeavors.

OTHER RESPONSIBILITIES:

- Meets all ethical and legal standards and obligations regarding gifts, donor relations, etc.
- Performs other related work as required

MATERIALS AND EQUIPMENT USED:

- General Office Equipment

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to inspire others by embodying and articulating the mission, vision, and master plan and motto of Metro Christian Academy.
- Ability to identify, cultivate, solicit, and close major donor gifts.
- Knowledge of fundraising and capital campaign ethical and legal standards, biblical principles best practices.
- Knowledge of planned giving and corporate relations.
- Knowledge of local, regional, statewide, and national philanthropic community.
- Knowledge of and ability to interpret charitable solicitation laws including, but not limited to Metro Christian Academy policies and local, state, and federal laws as they relate to fundraising and charitable solicitation.
- Knowledge of donor records management and administration, as well as data trend analysis.
- Knowledge of the principles and practices of budgeting and financial management.
- Knowledge of passionate love for Jesus, Christian education, and Metro Christian Academy.
- Knowledge of and ability to incorporate a biblical worldview of prayer, stewardship, relationships, giving, and resourcing as well as of fun-raising, friend-raising, and fund-raising.
- Knowledge of and ability to show a framework of forwarding advancement consistent with the pursuit of excellence through Christ and complementary to a capital campaign.
- Ability to communicate effectively with all levels of staff, including Head of School, Principals, faculty, staff, parents, volunteers, alumni, Board members, corporations, and community philanthropists.
- Ability to establish respectful, ethical, high level, and enduring relationships with high net worth and other individuals as prospective donors.
- Ability to work during non-traditional business hours, including weekends and evenings, and to travel to visit current and potential donors.
- Ability to effectively and efficiently work on multiple projects simultaneously without becoming frustrated or disorganized.
- Ability to gather, compile, and assemble information into a final product.
- Ability to plan, organize, and prioritize.
- Ability to prepare spreadsheets and to maintain donor database.
- Ability to maintain confidentiality and discretion.
- Ability to work with others in a team environment and display strong interpersonal skills.
- Exceptional verbal and written communication skills.

COMPUTER SKILLS:

- High level of computer literacy, including MS Office, donor databases, web applications, and other resources to locate and manage financial and philanthropic information.

MIMIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

- Bachelor's Degree from an accredited college or university, and
- Three to five years' experience in major gifts and capital campaigns, preferably in Christian education, required, or
- Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities.

LICENSES AND CERTIFICATIONS:

PHYSICAL DEMANDS:

- Ability to meet attendance requirements.
- Ability to read, write, and communicate the English language.
- Ability to hear and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to move hands in a repetitive motion including grasping, holding and finger dexterity.
- Ability to display eye-hand coordination.
- Ability to visually inspect.
- Ability to prepare and analyze figures.
- Ability to carry, push, pull supplies necessary to complete the essential functions of the position.
- Able to do moderate lifting (up to 20 pounds).
- Able to perform tasks that require repetitive motions such as walking, typing, and sitting.
- Ability to drive during the day and at night.
- Able to work on an on-call basis/weekends as needed.

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.

Work is typically performed indoors in a normal office environment where there may be occasional physical discomforts associated with long periods of sitting relieved by lesser periods of walking and/or standing. Work is occasionally performed outdoors where there may be physical discomforts associated with extreme temperatures, noise, dust, fumes, dirt, and the like.

Moderate amount of physical effort required associated with walking, standing, lifting, carrying objects (possibly greater than 15 lbs.), and performing the essential functions required for the position.

STATEMENT OF PURPOSE:

This job description does not list all the duties of the job. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the task listed in this job description, as well as other tasks assigned to you. The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

All employees recognize that Metro Christian Academy is a religious institution and agree to uphold the school's Statement of Faith and will do nothing to undermine its religious mission.

Your signature below indicates that you have read and understand the job description and you are able to perform the essential functions as defined within this job description.

Employee Signature

Date