

DEVELOPMENT OFFICER - JOB DESCRIPTION

Position: Development Officer

Salary: \$35,000-60,000

Department: Development

Reports to: Head of School

OVERVIEW

The Development Officer is responsible for identifying and cultivating relationships and soliciting gifts to provide Charleston Christian School (CCS) with a strong, ongoing base of financial support.

Essential to the role is a basic understanding of the biblical view of giving. This understanding needs to be evident in the life of the individual, who must be able to persuasively speak to others about generosity from his or her own personal experience, as well as to articulate through Scripture what God expects from His children in the area of giving.

Alongside this, it is also important that this individual have a proper perspective of wealth. A Development Officer should not be enamored or intimidated in the presence of those who have wealth. Additionally, a Development Officer must have an understanding of protocol and an ability to feel comfortable stepping outside their own social structure.

DUTIES & RESPONSIBILITIES

- Identify, cultivate, solicit, and steward givers—individuals, foundations, corporations, and churches—through face-to-face meetings and other communications, in order to develop a strong base of financial support for CCS.
- Manage portfolio relationships by creating and carrying out relationally-based fundraising plans for each donor in the portfolio.
- Collaborate with other members of the development team on fundraising strategies and approaches.
- Set short-term and long-term goals for fundraising work, including goals on visits, contacts, requests, and funding.
- Provide documentation and reporting on interactions with donors and prospects to track and analyze development efforts prospects.
- Recommend and assist with programming and events involving development.
- Other duties in the area of fundraising and development, as assigned.

REQUIRED SKILLS

- Passionate for the mission of CCS and dedicated to promoting the organization's priorities through the work of fundraising
- Adheres to high ethical standards
- Must be able to actively listen well with understanding and empathy
- Must be a persuasive and effective communicator
- Willingness to work nights and weekends, when necessary
- Willingness to work as part of a team
- Understanding of basic sales techniques
- Understanding of business and management principles and practices
- Understanding of strategic planning
- Understanding of basic economic and accounting principles and practices
- Understanding of office administrative procedures
- Proficient in relevant software applications

EDUCATION & EXPERIENCE

- Bachelor's degree or equivalent
- Five years of work experience in fundraising, sales, marketing, or other related area
- Must be known and respected in his or her church and in good standing with his or her community

KEY COMPETENCIES

- Understands the necessity of prayer and is committed to it personally
- Encourages partners to be earnest in regular prayer for CCS's mission
- Understands partner relations are focused on discipleship as well as their and our personal Christian growth; ministry to one another
- Good listener and an effective communicator and listener
- Sacrificial giver
- Enthusiastic, self-starter and can strategize for results
- Does not take rejection personally
- Decision-making skills
- Dependable, with good time management
- Organizational skills, attention to detail
- Relational, good interpersonal skills
- Problem-solving and conflict management skills
- Information management
- Stress tolerance

SPECIFICATIONS

The Development Officer position is a full-time position that is eligible for full time benefits per CCS policy.