



Job Title: Director of Development

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Department: Development
Reports To: Head of School
Classification: 12 month staff contract; Exempt
Hours: Full time
Benefits: Applicable per designated classification
Approved by: S. Bult **Prepared Date:** April 2017

Job Summary: The Director of Development must be a spiritually mature and sensitive individual who understands and fully supports the mission of Wheaton Academy and is committed to help see it become a reality in the lives of our students by manifesting, by precept and example, the highest Christian virtue and personal decorum, serving as a Christian role model (I Timothy 4:12) both in and out of school (Luke 6:40), and as an example to parents and fellow employees in judgment, dignity, respect, and Christian living according to **Conditions of Employment** outlined in the *WA Staff Contract*. Working with a minimal amount of supervision, within general guidelines, is typical of the individual's work. The ability to work independently and handle confidential information appropriately is pre-requisites. The individual should possess a strong work ethic, enjoy problem solving, communicate professionally and patiently with parents, alumni and WA constituency, and have a strong acumen for working with fundraising and non-profit organizations. The Director of Development is responsible for the planning, organization, and coordination of the Academy's efforts to raise gift income. This includes operational, capital, and deferred gifts. As a support function of Development, the Director of Development is also responsible for external communication efforts.

Essential Duties and Responsibilities include the following:

1. Works with the Head of School and Board of Directors in drafting an aggressive fundraising and communications plan with objectives, goals, methods, and a reasonable timeline.
2. Organizes staff and volunteers to address the areas of operational, capital and deferred gifts needed from individuals, churches, businesses, foundations and corporations.
3. Develops and maintains reports on progress toward goals.
4. Maintains an effective record and acknowledgment system.
5. Manages the Academy's needs in the area of proposals, key donor correspondence, promotional materials, and other marketing ideas necessary to sustain fundraising efforts for the needs of the Academy.
6. Works with Board, staff, and other volunteers as needed to accomplish specialized tasks such as banquets, briefings, capital drives, brochure development, additional training and marketing strategy.
7. Assists the Board in understanding the budget process and the corresponding impact of gift income.
8. Supervises the Development Associate and the Communications Coordinator in their efforts to support the responsibilities listed above.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Credentials/Experience

- Bachelor's Degree (B.A. or B.S.) in Business Administration or equivalent from a four-year college is preferred; at least five years of related experience fundraising in non-profit institutions; or equivalent combination of education and experience.

Computer

- Demonstrates proficiency in the computer programs used in his/her department. To perform this job successfully, an individual should have knowledge of Microsoft Office products and database software.

Administrative

- Anticipates and proactively completes departmental tasks.
- Coordinates promotional activities with fundraising efforts.
- Has high capacity to persuade prospective constituents.
- Demonstrates imagination in packaging projects for fundraising.
- Translates objectives and goals into a workable plan, delegating appropriately while retaining control.
- Demonstrates excellence in editing and positive tone in e-mails and written communication,
- Derives satisfaction from raising money.

Project/Event Management

- Solicits clear and specific goals and objectives for the project/event.
- Executes the project/event in consideration of any time and budget constraints.
- Develops and documents procedures to ensure repeatable systems.
- Creates strong influential personal presentations.
- Coordinates promotional activities with fundraising efforts.

Scheduling

- Foresees possible calendar conflicts and takes initiative to adjust events/appointments/meetings as necessary.
- Has willingness to travel within area of constituency.

Organization

- Demonstrates organized, concise thinking and communication.
- Maintains a logical organizational system in order to maintain departmental efficiencies.

Timeliness

- Handles a myriad of regular administrative details and additional responsibilities when asked.
- Meets deadlines for fundraising and promotional events.
- Understands goals and objectives of Development Department and plans fundraising efforts accordingly.

Decision Making

- Maintains an open mind and participates in team or department decision making and encourages others.
- Builds consensus in making decisions, with limited resources when necessary.
- Exemplifies a manager type who is analytical, innovative, decisive and tough-minded.

Multi-Tasking/ Independence

- Works efficiently; is known as a self-starter, sees what needs to be done and takes the initiative to do it.
- Creates momentum, causing things to happen; is proactive rather than reactive.

Communication

- Regularly updates Administration on how things are going – positive and negative.
- Comes to HOS as a problem solver when problems are observed.
- Keeps confidences when asked about confidential issues and directs the question to HOS.

Community Influence

- Is a regular attendee at co-curricular activities.
- Is known in the WA constituency as a positive model of professionalism and integrity.

Office Climate

- Exhibits supportive and positive and reciprocal respect to staff and inspires volunteer leaders.
- Welcomes interruptions in order to offer assistance.

Versatility

- Adapts his/her role for the benefit of the WA community.

Attitude towards School

- Exudes a positive attitude and love for WA wherever he/she goes.

Collaboration with Colleagues

- Establishes relationships that allow employee to help colleagues develop to their full potential
- Is sensitive to others' workload and is willing to step in to assist.

Spiritual Formation

- Has a growing and vibrant relationship with Jesus Christ.
- Demonstrates biblical maturity and serves as a Christian role model.

- Maintains an active participation in an protestant evangelical church.