



EDEN CHRISTIAN ACADEMY

Job Description

Title	<i>Director of Development</i>
Reports to	<i>Head of School</i>
Type of position	<i>Exempt, 12 month, full-time</i>
Location	<i>ECA Administrative Offices, 206 Siebert Road, Pittsburgh, PA 15237</i>
Supervises	

Position summary

The Director of Development is responsible for cultivating relationships with the ECA community and growing both annual and capital giving in support of Eden's missions. The Director of Development reports directly to the Head of School as an active member of the school's Leadership Team. This is a full-time position, primarily Monday-Friday role although the incumbent must be able to work evenings or weekends as needed.

Key duties and responsibilities

A. Essential Duties

1. Develop and execute ECA's strategic fundraising plan.
2. Lead a comprehensive annual giving program, including strategies to incorporate individuals, alumni, foundations, and corporations with focus on acquiring new donors, and increasing average gift amounts in collaboration with the Head of School, the Board of Directors, and staff.
3. Supervise the Database
4. Supervise the Special Events volunteers
5. Develop and track proposals and reports for all foundation and corporate fundraising.

B. Fundraising

1. Responsible for planning, writing, and implementing multiple appeals through multiple platforms, with a high degree of customization and emotional appeal.
2. Oversee budgets, progress, deadlines, goals and objectives related to annual giving and responsibilities.
3. Develop, write, and finalize appeals, sponsorship materials, and major/planned gift proposals utilizing different platforms and presentation techniques.
4. Work closely with other staff to develop fundraising strategies and integrate these with school initiatives.
5. Maintain accurate and complete records of donor communications.
6. Prepare regular reports and strategic, data-driven analysis of efforts on all campaign activities.
7. Work with Director of Marketing and Communications to develop strategies for development presence in all communications and marketing.
8. Oversee the development presence on the agency website.

C. Database Management

1. Develop and maintain efficient systems and standards for data entry, database accuracy, gift processing, prospect research, and relationship management.
2. Ensure the database's accuracy and integrity of the data, including input and output, technology management, and end-user training.

3. Coordinate and plan for future data conversions/upgrades as needed.
 4. Make creative connections between and among people, events, programs, and their associated circles.
- D. Grants Management
1. Responsible for identifying potential foundation funding opportunities.
 2. Writes and submits grant proposals in coordination with faculty and staff, as appropriate.
 3. Ensures proposals are in accordance with the funder's giving policies and criteria.
 4. Ensures follow up reports are submitted as required and that monies are spent out as indicated.
 5. Coordinates meetings with Head of School, Board Members and funders as required.
- E. Special Events
1. Oversee volunteers of special events.
 2. Create corporate sponsorship plan that includes identification and solicitation of sponsors.
 3. Assess additional opportunities/challenges and make strategic recommendations.
- F. Goals
1. To develop and create a comprehensive, strategic fundraising plan and donor recognition program.
 2. To increase giving from foundations and corporations, the immediate priority being on unrestricted annual giving (focus on EITC and foundation grants supporting new building)

Qualifications

- A. One who is a Christ-like model in attitude, speech, and actions toward others (Luke 6:40)
- B. Is a member in good standing at a local, evangelical church which has a Statement of Faith in agreement with Eden's Statement of Faith.
- C. Bachelor's degree or equivalent experience with increased annual fundraising responsibilities.
- D. Aptitude for the management and effective use of information systems in support of a development program.
- E. Possess knowledge of fundraising principles and ethical practices and maintain a professional, polished demeanor.
- F. Detail-oriented, with strong organizational, analytical, and planning skills.
- G. Initiative and independence in carrying out responsibilities.
- H. Ability to prioritize and manage multiple tasks and a variety of demands.
- I. Commitment to maintain confidentiality and a high degree of accuracy in alumni & donor records.
- J. Demonstrated excellent interpersonal, communication and presentation skills, both written and oral which transcend diverse audiences.
- K. Demonstrated motivational and problem solving capabilities with a high degree of integrity, ethics, and dedication to the mission.
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Compensation

- Salary commensurate with qualifications.