



# EDEN CHRISTIAN ACADEMY

## Job Description

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

### 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 mission. The Director of Development reports directly to the Head of School as an active member of the school's Leadership Team. The Director of Development oversees any other employees under the Development Department and manages time, talents, and schedules of all staff members to achieve department goals. 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. Fundraising
  - Oversee budgets, progress, deadlines, goals, reporting, and objectives related to annual giving and responsibilities.
  - 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.
  - Lead capital campaigns for improvements to Eden programs and facilities.
  - Develop, write, and finalize appeals, sponsorship materials, and major/planned gift proposals utilizing different platforms and presentation techniques.
  - Work closely with other development staff to seek strategic opportunities to tell Eden's story to both supporters and prospective supporters,
  - Develop fundraising strategies and integrates these with school initiatives, coordinating all annual, short-term fundraising efforts between departments within the school to keep fundraising strategic and targeted.
  - Maintain accurate and complete records of donor communications.
  - Prepare regular reports and strategic, data-driven analysis of efforts on all campaign activities.
  - Works with the Director of Marketing and Communications to develop strategies for development presence in all communications and marketing.
  - Contribute to strategic planning with the leadership team and fulfill team member responsibilities to meeting strategic goals.
  - Generate financial support for scholarships and cultivate relationships with scholarship funders.
  - Develop a planned giving program and cultivate relationships among and with those in Eden's planned giving community
- B. Database Management
  - Maintain efficient systems and standards for data entry, database accuracy, gift processing, prospect research, and relationship management.
  - Ensure the database's accuracy and integrity of the data, including input and output, technology management, and end-user training.
  - Coordinate and plan for future data conversions/upgrades as needed.
- C. Grants Management
  - Responsible for identifying potential foundation funding opportunities.

- Writes and submits grant proposals in coordination with faculty and staff
- Ensures proposals are in accordance with the funder's giving policies and criteria.
- Ensures follow up reports are submitted as required and that monies are spent out as indicated.
- Coordinates meetings with Head of School, Board Members and funders as required.

#### D. Special Events

- Plan and execute special events with Development Staff designed to foster enthusiasm, community, and support within and for Eden Christian Academy.
- Create corporate sponsorship plan that includes identification and solicitation of sponsors.
- Assess additional opportunities/challenges and make strategic recommendations.

#### E. Goals

- Orchestrate a comprehensive, strategic fundraising plan and donor recognition program.
- Increase giving from foundations and corporations, the immediate priority being on unrestricted annual giving.
- Spread the school's witness to the Gospel and garnering support for its ministry by increasing the breadth and depth of relational footprint of Eden Christian Academy in the greater Pittsburgh area and beyond.
- Cultivate and maintain donor, volunteer and alumni relationships with the school and maintain databases to track the same.

### Physical Requirements to Fulfill the Essential Functions of this Job

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Climb the stairs to reach the offices on higher floors at the Berkeley Hills Campus.

### Qualifications

- Have a mature relationship with Jesus Christ as his/her personal Lord and Savior and be active in a Christian church.
- Be a Christ-like model for students in attitude, speech, and actions toward others (Luke 6:40)
- Be supportive of the school's mission and doctrinal statements.
- Acceptable PA DOE employment clearances dated within one year: FBI Fingerprint/ Act 114 Federal Criminal Background Check (Identogo Service Code 1KG6TR), Act 151 State Child Abuse Background Report, and Act 34 PA State Police Background Clearance
- Bachelor's Degree or equivalent experience with increased annual fundraising responsibilities.
- Basic personal computer skills (Microsoft Office Suite, Google Suite, Database Management)
- Aptitude for the management and effective use of information systems in support of a development program.
- Possess knowledge of fundraising principles and ethical practices and maintain a professional, polished demeanor.
- Detail-oriented, with strong organizational, analytical, time management and planning skills.
- Initiative and independence in carrying out responsibilities.
- Ability to prioritize and manage multiple tasks and a variety of demands.
- Commitment to maintain confidentiality and a high degree of accuracy in alumni & donor records.
- Demonstrated excellent interpersonal, communication and presentation skills, both written and oral which transcend diverse audiences.
- Demonstrated motivational and problem solving capabilities with a high degree of integrity, ethics, and dedication to the mission.
- Ability to manage direct reports in a Christ like manner.

### Compensation

- Salary commensurate with qualifications.
- Benefits for FT 12 month employees include family medical and vision insurance, life & disability insurance, 403b with 50% employee match (caps and vesting restrictions apply), 75% tuition remission, 12 paid holidays and accrued paid vacation of 10 days in years 1-2, 15 days in years 3-4, 20 days in year 5 and following (20 days carry forward maximum).