GRACE
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CHURCH
& SCHOOL

GRACE LUTHERAN SCHOOL
DIRECTOR OF DEVELOPMENT

DEPARTMENT: Administration

REPORTS TO: Grace Lutheran School Principal

POSITION SUMMARY:
Grace Lutheran School's Director of Development shall be responsible for overseeing development efforts in collaboration with the Principal. This position will manage the following areas: Annual Giving, Major Gifts, Building Student Enrollment, Campaigns, Planned Giving, and Grant Writing & Institutional Scholarships. The Director of Development works directly with the Principal and plays a significant role in advancing the mission of Grace Lutheran School and securing the resources needed to make Grace successful and sustainable.

ESSENTIAL RESPONSIBILITIES:

Development
- Create and execute an annual, strategic plan for development
- Work with Principal to develop and cultivate principal donors and high-level prospects
- Prepare gift revenue reports and analyze data
- Benchmark and stay updated on latest trends in development

Annual Giving
- Develop and produce solicitations in coordination with the Principal and other representatives of the School
  - Implement an e-solicitation strategy
- Plan and execute a Grace Giving Day
- Organize and manage a student Thank-a-thon

Major Giving
- Maintain and manage a portfolio of prospects (locally and nationally)
- Identify, qualify, cultivate, solicit, and steward Grace prospects and donors
- Support special events engaging Grace prospects and donors
- Provide donor relations support in stewarding major gift prospects

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Building School Enrollment

- Work with the Principal, the Elementary Education Committee, and the Enrollment and Marketing Manager of the School to develop and implement a plan to build student enrollment

Campaigns

- Support institutional advancement on strategic fundraising initiatives/campaigns (e.g. Graceful Evening)
- Assist the Stewardship Committee and Senior Pastor in the planning and execution of the Church's annual stewardship campaign

Planned Giving

- Serve as liaison to vendor to produce planned giving marketing materials
- Follow up with planned giving prospects

Grant Writing

- Prepare letters of intent, proposals, and reports for grant and funding opportunities
- Track and manage proposal and reporting deadlines
- Identify new funding opportunities

Institutional Scholarships

- Manage and cultivate relationships with foundations and other giving institutions
- Liaison between students, families, and foundations–collecting information and providing reports
- Develop institutional scholarships alongside community members

The ideal candidate for the Director of Development position is a mission-driven, engaging, highly motivated fundraiser with strong communication and organizational skills. This individual has passion for and a deep commitment to advancing the mission of Grace Lutheran School.

Qualified candidates will have the following credentials and experience:

- Bachelor's degree required
- Proven and successful experience in development or a related field
- Understanding of the mission and values of Grace Lutheran School and the ability to effectively support and communicate them, especially to external audiences
- Ability to express verbally and in writing Grace's institutional identity and fundraising goals with clarity, passion and persuasion
- Ability to build collaborative relationships with both the community and a diverse alumni and constituency
- CRM/donor database management experience required
- Excellent judgment and creative problem-solving skills; self-reliant and results-oriented

Salary and benefits are competitive and commensurate with experience and qualifications.
Salary range: Up to $70,000 per year, depending on experience and qualifications.

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Send cover letter and resume to: Dr. Taylor-Imani Gates, Ph.D., Principal, at tgates@graceriverforest.org.

Notice of Non-Discrimination: It is the policy of Grace Lutheran School to comply with applicable state and federal laws prohibiting the discrimination of employment based on race, age, color, national origin, disability, or other protected classification.