

## **Ankeny Christian Academy Advancement Director**

### **Supervisor: Head of School**

Job Summary: This position will be a part of Ankeny Christian Academy's leadership team, which is committed to carrying out the school's mission to build Christian character for tomorrow's leaders through authentic relationships, Christ-like discipleship and academic excellence. The Advancement Director for Ankeny Christian Academy is a twelve month per year position responsible for planning, developing, and overseeing the school's fundraising, development and donor and community relations.

### **Advancement Director Responsibilities and Expectations**

#### **Fundraising**

- Organizes and oversees school fundraising efforts for capital projects, annual fund (Project Serve), scholarships (STO), and other school initiatives (Legacy Gala)
- Leads and coordinates fundraising committee(s) that supports a capital campaign
- Oversees and coordinates all requests for donations across the school.
- Serves as liaison with fundraising consultants to execute capital campaign processes.
- Produces and maintains regular donor communication
- Maintain and update the donor and volunteer database with accurate donor information
- Lead and coordinate all activities concerning major donor solicitation
- Make presentations to new donors, sporadic donors or lapsed donors, area pastors, businesses, etc.
- Generate thank-you letters and receipts to donors/participants
- Lead, write and deliver effective grant requests

#### **Marketing**

- Oversees the development of donor marketing, print material, and donor outreach efforts
- Generates and cultivates relationships with new and existing donors, expanding community awareness, and helps build a culture that values giving and generosity.

#### **Organization relationships**

- Is a director of the ACA Educational Foundation.
- Work with administration to write ongoing correspondence and appeals to school families, grandparents, alumni, churches, and the general community
- Maintain memorials and effective/creative recognition for major donors and major capital campaigns
- Partner with Communications Director to update website concerning advancement page including annual fund, campaigns, planned giving, benefits of giving and online pledge info
- Write advancement section of the Annual Report of school listing major accomplishments
- Submit reports to the Head of School monthly or as assigned
- Attend staff meetings when requested, board meetings as needed and meet with the Head of School as needed

- Sets annual performance goals with the Head of School
- Implements and maintains approved budget, approving expenditures relating to advancement while ensuring spending does not exceed budgeted amount

### **Acts as part of leadership team**

- Attend all required or assigned events.
- Other duties as assigned by the Head of School.

### **Requirements and Qualifications**

- Generally, 3+ years of experience in fundraising, public relations, marketing, or foundation management. Experience running a capital campaign, preferred.
- Demonstrate effective oral and written communication
- Demonstrate good knowledge of community
- Ability to coordinate and plan events
- Ability to deal with conflict in a pleasant manner while representing the school
- Ability to create professional level communications and materials to communicate with the association and donors.
- Experience using photography in various print and media publications
- Ability to maneuver database programs to maintain donor info

### **Spiritual Qualifications:**

The Advancement Director accepts without reservation the ACA Statement of Faith. He/she supports the Educational Philosophy and Objectives of ACA. He/she is a born again Christian, knows Jesus Christ as Savior, and attends a house of worship in a group setting on a regular basis. He/she agrees to cooperate with school authorities and adhere to policies adopted by the school board. The Advancement Director believes that the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church. (I Corinthians 6:1-8, Matthew 5:23-24; 18:15-20). Therefore the Advancement Director agrees that any claim or dispute arising out of or related to this agreement shall be settled by biblically based mediation, and, if necessary, arbitration. The Advancement Director agrees that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waives the right to file a lawsuit in any civil court for such disputes, except to enforce a legally binding arbitration.

The Advancement Director reports to the Head of School. This position will be annually evaluated and approved by the Head of School for continued employment.

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

(Leave category blank if not applicable)

### FREQUENCY OF REQUIRED EXPOSURE/USE.

WORKING ENVIRONMENT	OCCA-SIONAL	FREQ UENT	DAI LY	NOT APPLICAB LE
COLD (50 F or less)	X			
HEAT (90 F or more)	X			
GASES/FUMES/DUST	X			
CHEMICALS/SOLVENTS	X			
NOISE	X			
CLIMBING STAIRS				x
CRAWLING OR KNEELING				x
STANDING	X			
SITTING			X	
WALKING			X	
RUNNING				X
BENDING	X			
REACHING OVER SHOULDER	X			
PUSHING	X			
PULLING	X			
MOVING HEAVY ITEMS	x			
<b>LIFTING/LOWERING:</b>				
Up to 20 lbs	X			
Up to 50 lbs	X			
More than 50 lbs	X			
<b>LIFTING OVER SHOULDER:</b>				
Up to 20 lbs	X			
Up to 50 lbs	X			
More than 50 lbs	X			
<b>CARRYING:</b>				
Up to 20 lbs	X			
Up to 50 lbs	X			
More than 50 lbs	X			

WORKING ENVIRONMENT	OCCA-SIONA L	FRE-QU ENT	DAILY	NOT APPLICAB LE
TELEPHONE			X	
FAX	X			
COPIER			X	
COMPUTER			X	
PRINTER			X	
CALCULATOR		X		
OVERHEAD PROJ.	X			
AV EQUIPMENT	X			
OTHER (Please list)				
OUTDOOR DUTY	X			
DRIVING	X			
WORKING ENVIRONMENT	OCCA-SIONA L	FRE-QU ENT	DAILY	NOT APPLICABLE
<b>ON-TIME ARRIVAL</b>			X	
REGULAR ATTENDANCE			X	
SUMMON EMERG. HELP	x			
<b>APPLY CPR/FIRST AID</b>	X			
<b>LEAD FIELD TRIPS</b>	X			
COMMUNICATE DATA			x	
PREPARE REPORTS				
VISUAL ACUITY: Near			X	
VISUAL ACUITY: Far			X	
COLOR DISCRIMINATION			x	
HEARING			X	
SPEECH			x	
MANUAL DEXTERITY		x		
EYE/HAND COORD.		X		

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned.

Signature: \_\_\_\_\_