



## New Hope Christian Academy

### **Position: Director of Development**

**Job Description:** The Director of Development serves a critical role at New Hope Christian Academy. Given the unique funding model of New Hope, the school relies heavily on financial support from foundations and individuals to support its mission. In order to execute and sustain the mission of the School, it is necessary to identify and cultivate new donors and funding sources while stewarding existing relationships. The Director of Development reports directly to the Head of School and is responsible for overseeing all aspects of fundraising as defined below.

### **Essential Responsibilities:**

- Create the strategic vision for cultivation, solicitation, and stewardship of short- and long- term philanthropic giving to support the School's mission and operation.
- Align fundraising targets with annual and long-term budget priorities and needs, as set by the Head of School and Board of Trustees.
- Develop and implement fundraising and capital campaigns that meet the School's current and future financial requirements.
- Direct and manage annual giving, capital and endowment giving, planned and deferred giving, and all marketing and solicitation strategies to meet goals in those areas.
- Steward, maintain and expand the school's relationships with current donors of all constituencies (alumni, parents, grandparents, parents of alumni, friends, businesses, foundations) in support of fundraising goals.
- Oversee all advancement support activities, including prospect research, managing and maintaining the database, preparing correspondence and reports, and keeping calendars for all related activities.
- Manage and collaborate with the Marketing and Communications Coordinator and Development Associate on advancement initiatives and activities.
- Oversee the department's annual budget.
- Work closely with the Head of School and Board of Trustees in all aspects of fundraising.

### **Qualifications:**

- Demonstrate a love for God and His children.
- Proven track record of fundraising success, particularly by securing grants, annual, corporate and major gifts.
- Experience in major and planned giving programs.
- Minimum of 3 years experience in non-profit or independent school fundraising. Bachelor's degree preferred, but not required.
- Excellent written and oral communication skills.
- Strong working knowledge of fundraising best practices and willingness to attend educational conferences and seminars to stay current on trends in independent schools and associated fundraising.
- Strong knowledge of fundraising tools and technology, including donor databases, online campaign resources, and donor research.
- Flexibility to work occasional evenings and weekends to represent New Hope by attending community/school/fundraising events.

To apply, please email a completed staff application along with your resume to:

Kim Terry, Assistant to the Head of School, at [kterry@newhopememphis.org](mailto:kterry@newhopememphis.org).

Application is available online at <http://www.newhopememphis.org/assets/Staff-Application1.pdf>.