



First Presbyterian Academy Greenville, SC

Job Title: Director of Development
Supervisor: Head of School
Subordinate(s): N/A
Part/Full-Time: Full Time
FLSA Status: Exempt

POSITION OVERVIEW:

Under the supervision of the Head of School, the Director of Development shall direct all activities involving donor relations, fundraising, alumni relations, and volunteer coordination in pursuit of the school's board-approved mission and vision and is responsible for establishing and maintaining a culture of generosity and giving.

GENERAL CHARACTERISTICS for Employment at FPA – The Employee is:

- A committed follower of Jesus Christ who loves children and desires to see them walk in the truth.
- Passionate about living out his/her calling through the Christian education of our children.
- Eager to serve in a Christian learning environment, modeling Christlikeness through his/her diligence, perseverance, resilience, patience, courage, and Christian discipleship.
- In agreement with the Statement of Faith and Personal Lifestyle Statement as found on the FPA website (www.firstpresacademy.com) page.
- Devoted to personal and professional excellence and is willing to pursue professional development opportunities that facilitate growth.
- A member in good standing at a local evangelical church.
- Committed to the goal of giving a good report with regards to the school and community and determined to live out the biblical principles of reconciliation spelled out in Matthew 18 when disagreement arises.

QUALIFYING CHARACTERISTICS: The Employee:

- Supportive of the whole FPA community and works collaboratively in team-oriented environments with parents, students, fellow teachers, and administrators.
- Must possess organizational skills.
- Devoted to excellent communication and understands the importance of effective and professional communication with various constituents such as faculty/staff, administration, students, and parents.
- Committed to maintaining the appropriate degree of confidentiality and professionalism
- Proficient in basic technology platforms like Word, Excel, and Gmail.

ESSENTIAL FUNCTIONS: The Employee will be directly responsible for:

- Cultivate and develop relationships with members of the school community;
- Establish and maintain a database of potential donors, parents, and alumni;
- Investigate grants available for the school and write proposals for grants;
- Develop annual budgets for the Armor Fund and the Endowment Fund;
- Develop a feasibility study to determine the giving capacity of constituents;
- Organize and train a volunteer network and setup events utilizing the network;
- Plan, organize, and host events to build relationships and raise contributions;
- Recommend the projects for which donations will be used.
- Coordinate with the Communications Department on fundraising activities and materials.
- Develop a database of alumni and cultivate relationships with alumni

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree or higher required, preferably in marketing or fundraising related field
- Five or more years' experience in fundraising/development is preferred
- Experience in nonprofit leadership and/or fundraising is preferred
- Possesses excellent communication and organizational skills
- Ability to understand and use Microsoft Office and other computer programs efficiently

PHYSICAL REQUIREMENTS:

- Must be able to meet physical requirements of the position
- Ability to help evacuate students in the event of emergency
- Must be able to lift 15 pounds at a time

Note: First Presbyterian Academy is a tobacco-free campus.

07/15/2024