



Director of Development

Hired by: Director of Advancement

Status: Full-Time Exempt

Reports to: Director of Advancement

Office: Hybrid

The Director of Development is a relationship-builder and fundraiser who garners and grows short- and long-term philanthropic support for the school. The ideal candidate is passionate about the mission and vision of WC and has proven experience prospecting, visiting, cultivating, soliciting, and stewarding individuals and organizations.

Spiritual Life

1. Publicly profess a faith in Jesus Christ as Lord and Savior
2. Actively engage in the life and ministry of an evangelical church
3. Pursue a life of spiritual development through regular study of scripture and prayer
4. Demonstrate the fruit of the Spirit as a byproduct of a growing faith
5. Believe in and support Grace Polaris Church's "Our beliefs and identity" document
6. Agree to abide by the Worthington Christian Lifestyle Statement

Professional Responsibilities

- Identify and build a portfolio of current, lapsed, and prospective donors.
- Engage or facilitate a set number of personal visits each month.
- Cultivate, solicit, and steward the individuals and organizations in one's portfolio.
- Initiate and coordinate donor conversations; involve board members, the head of school, the director of advancement, and other WC personnel as appropriate.
- Articulate the relationship and importance of giving to the life, quality, and future of WC.
- Record all conversations and interactions in the CRM.
- Form and facilitate a Development Council in collaboration with the head of school and director of advancement.
- Collaborate regularly with the director of advancement on development-specific marketing communications, appeals, and events.
- Identify and develop grant and foundation partnerships for the school.
- Make connections with prospective donors and other staff to enhance the sense of connectedness for the school.
- Serve as an active member of the Advancement Team and WC community.

Qualifications and Skills

- **Education:** College degree preferred.
- **Experience:** Must demonstrate experience building relationships, soliciting, and securing gifts.
- **Skills:**
 - **Self-Starter:** Ability to take initiative, work independently, and hold oneself accountable.
 - **Communication:** Skill in conveying the vision of the school in winsome ways.
 - **Organized and Deadline-Oriented:** Ability to manage multiple projects with converging deadlines while maintaining a positive, can-do attitude.
 - **Problem-Solver:** Capable of finding solutions to challenges and obstacles.
 - **Flexible:** Willingness to adjust and prioritize as needed.
 - **Team Player:** Ability to work effectively with others.
 - **Coachable:** Willingness to take direction, receive suggestions, and be challenged.
 - **Trustworthy:** Commitment to abide by a strict code of confidentiality, refrain from gossip, be honest and loyal, and speak directly to individuals with whom you disagree.

Typical Physical Activities

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
Outdoor Duty			
Cold (50 deg. F or lower)	X		
Heat (90 deg. F or higher)	X		
Gases/Fumes/Dust	X		
Chemicals/Solvents	X		
Noise	X		
High stress	X		
Interruptions		X	
Standing/Sitting/Walking/ Running		X	
Kneeling/Bending	X		
Reaching over shoulder	X		
Pushing/Pulling	X		
Lifting/Lowering/Carrying			
Up to 20 lbs.		X	
Up to 50 lbs.	X		
More than 50 lbs.	X		
Telephone/Fax/Copier		X	
Computer/Printer			X
Summon emergency help	X		
Apply CPR/First aid	X		
Communicate data			X

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
Strong Communication (Oral/Written)			X
Driving	X		

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Print Name

Date

Signature