

## **LINDEN CHRISTIAN SCHOOL JOB DESCRIPTION**

**JOB TITLE:** Director of Donor Development  
**DEPARTMENT:** Administration  
**REPORTS TO:** Director of Finance & Administration

### **JOB SUMMARY:**

The Director of Development will create and implement an annual development plan in order to achieve all fundraising, including capital campaigns, which support the mission, vision and core values of Linden Christian School (LCS). This will include the development of the philosophy, goals and outcomes of both short and long term strategies that promote the financial support for the school. A key component of this position is building long term relationships with the various stakeholders and the broader community. Recognizing the relationship between LCS, Grant Memorial Baptist Church (GMBC), City Church of Winnipeg, the shared campus and the overlap of the donor base, development and fundraising activities will be developed together when appropriate.

### **KEY RESPONSIBILITIES:**

Reporting to the Director of Finance and Administration and working closely with the Principal, the Director of Donor Development will be responsible for the following areas:

#### ***Philosophy & Donor Development Plan***

- Develop and implement a biblically-based philosophy for donor development at LCS;
- Develop an annual donor development plan as well as short and long term strategies of development that includes operational giving, capital campaigns, planned giving and endowment development.

#### ***Donor, Corporation and Foundation Relationships***

- Develop strategies for the development of long term relationships with parents, grandparents, alumni, boards, churches, foundations, corporations, various stakeholders and the broader community of LCS;
- Identify and cultivate relationships with prospective donors for cash donations, pledges, estate and corporate planned giving.
- Use stewardship creativity to promote a program of planned giving through deferred gifts, gifts in kind, bequests, etc.
- Coordinate stewardship visits between church pastors, board chairpersons, treasurers and Director of Donor Development as well as the Principal and Director of Finance and Administration as may be required;
- Develop intentional relationships with LCS Alumni Committee.
- Develop strategies and marketing ideas for the recruiting of new students to LCS.
- Assist with public relations and marketing activities of LCS.

### ***Administrative & Reporting***

- Plan, implement, manage and monitor the development program by preparing budget and development plans, establishing development goals, outcomes and reporting progress on a monthly basis to the Principal/Director of Finance and Administration and/or School Board.
- Develop and manage ongoing relationships with donors through direct mail, electronic mail, phone calls and personal visits.
- Manage relevant donor tracking software or other mechanism to maintain a donor master file, mailing list and a research file on prospective donors;
- Prepare budgets and reports to Boards or ad hoc committees;
- Lead and work with volunteers and/or ad hoc committees.
- Prepare and distribute communication of fundraising activities via Linden Letter, News Note or separate campaign brochures and fundraising letters.

### ***Fundraising Event Planning***

- Assist and coordinate the school's special events, i.e. Annual Fundraising Banquet, Capital Campaign events, etc., within set budget guidelines.

## **ACADEMIC/EDUCATIONAL REQUIREMENTS**

- Completion of Grade 12 or equivalent;
- Post secondary education from a recognized Bible School/College an asset;
- Academic training in fundraising an asset;
- Academic training in marketing as asset;
- Demonstrated experience, creativity and success in donor development, fundraising and stewardship.

## **REQUIRED SKILLS/EXPERIENCE/GIFTINGS**

- Willingness to sign and adhere to LCS Statement of Faith and Lifestyle Commitment;
- Enthusiastic support of the vision, mission and values of Linden Christian School;
- Minimum of 3 years experience in a donor development, fundraising or stewardship position or combination of education and experience;
- Highly developed relational and communication skills with the ability to interact effectively and positively with parents, administration, staff, volunteers, churches, foundations and corporations.
- Gifts of administration, financial stewardship, leadership, communication and discernment/wisdom.
- Understanding and adherence to confidentiality and privacy issues;
- Ability to work independently and as part of a team, while maintaining the ability to be highly accountable;
- Ability to set priorities and be highly self initiating;
- Ability to effectively adapt to changing situations or increased responsibilities within the workplace;

- The desire and ability to engage in continuing education, accountability, professional development and personal spiritual growth.

**COMPENSATION:**

This is a term position with a possibility of a renewable contract depending on performance. Salary is based upon qualifications and experience.

To apply, please submit a cover letter with resume and three references to:

Grant Memorial Baptist Church, Inc.  
Attn: Employment, Administration  
877 Wilkes Ave, Winnipeg, MB. R3P 1B8  
info@grantmemorial.mb.ca

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.