



DIRECTOR OF ADVANCEMENT JOB DESCRIPTION

About Schaumburg Christian School

Schaumburg Christian School is located in Schaumburg, Illinois, a northwestern suburb of Chicago, and has a total enrollment of over 850 students in preschool, elementary, middle school, and high school. The school is a ministry of Bethel Baptist Church and includes students from over 40 surrounding communities in more than a 30-mile radius. SCS participates in the Student Exchange Visitor Program (SEVP) and has been certified to issue I-20 student visas. SCS is a college-preparatory school offering challenging academics and a wide variety of extracurricular activities in athletics and the fine arts.

Job Title: Director of Advancement

Reporting to: School Administrator

Classification: Full time; Exempt

Job Summary: The Director of Advancement reports to and is under the immediate supervision of the School Administrator and is responsible to develop and oversee a comprehensive school fund-raising program. The Director of Advancement will develop and oversee the strategy, structure, and management of Schaumburg Christian School's fund-raising efforts and is responsible for the planning, organization, and coordination of the efforts that are necessary to raise gift income.

Personal Qualifications

- A born-again Christian who possesses a strong Christian testimony and evidence of spiritual maturity.
- Maintains a growing and vibrant relationship with Jesus Christ.
- Is in agreement with the philosophy, goals, and doctrinal statement of SCS.

Credentials

- Education: bachelor's degree in a related field. A master's degree is preferred.
- Experience in fund development with a proven track record of success in raising funds particularly by securing major gifts, successful fundraising campaigns, and building a community of motivated supporters.

Skills, Knowledge, and Abilities

- A passion for the value of and need to support Christian education.
- Strong communication skills including the ability to write and speak enthusiastically and persuasively about SCS.
- Knowledge of and adherence to ethical standards of the advancement/development profession.
- A working knowledge of development best practices, trends in independent Christian school education and development, fundraising tools and technology including donor databases, email and online campaigns, and donor research.
- Extreme tact and discretion, attention to detail, and a commitment to excellence.
- Extensive organizational and people skills with experience in working independently.
- Proficient with office, database, and donor tracking software.
- Ability to research and write grants.
- Maintains confidentiality.
- Works independently, efficiently, and is a self-starter.

Duties and Responsibilities

Strategic Planning and Management

- Draft and implement an aggressive fundraising plan with objectives, goals, methods, and a reasonable timeline.
- Work with the Administration in formulating annual goals at SCS to fund the development needs of the school.
- Develop and implement a comprehensive annual plan for the raising of funds through individuals, corporations, businesses, and foundations.
- Develop and maintain reports on the progress toward goals.
- Report regularly to the school administrator.

Developing Donor Constituencies

- Build relationships with a variety of constituencies. Identify and solicit donor prospects, prepare and present proposals to private donors, corporations, foundations, and other granting agencies.
- Develop and maintain an organized Alumni association to encourage their involvement in multiple school functions and activities, and to encourage giving.
- Acknowledge and track gifts, correspondence, and communication with donors.
- Plan and facilitate activities/occasions to initiate and maintain contact with present and prospective donors.
- Encourage and appropriately recognize donor philanthropy.
- Create, maintain, and update a prospect database of current and potential donors.

Fundraising

- Develop and implement a comprehensive plan for the raising of funds through individuals, corporations, businesses, and foundations.
- Establish, develop, and grow an endowment fund on behalf of SCS.
- Establish and grow a Planned Giving program, and present Planned Giving vehicles to appropriate candidates.
- Research, write, and submit grant proposals from all appropriate grant-funding avenues.
- Create and implement a strategic fundraising plan for international families.
- Seek out and implement all appropriate sources of fundraising.
- Solicit, recruit, and organize fundraising volunteers.
- Work collaboratively and creatively to appropriately integrate development opportunities into publications and collateral materials for cultivating and stewarding donors.

To Apply: Please send a cover letter, resume, and references to jimtoth@schaumburgchristian.com.