



Human Resources; Position Description	TA.HR.PD-04
Development Director	R0; 03/22

Objective: To be a Christ-like servant utilizing interpersonal and ministry skills in assisting with the advancement of Trinity Academy's Mission and Vision. To lead the development efforts and offer a full range of fundraising activities, including endowment, annual giving, special events, and capital giving opportunities.

Reports to: Board and Administrator

Status: Part time, negotiated

Salary Range: Salaried, negotiated, commensurate with experience; reviewed annually

Overview: Trinity Academy is seeking an individual who can uphold the mission of the school, whose life reflects Christ, and who can complete the given tasks proficiently, efficiently, independently, and with integrity. This person must exemplify a servant's heart, a desire to learn, and an ability to work well with other people.

Requirements: The following are generally baseline requirements of the position:

- Exemplary spiritual discipline in speech, attitude, and comportment in a consistent daily walk with Jesus Christ; always seeking Christian growth in a relationship with God
- Active in fellowship and corporate worship with a local body of believers
- Passion for the Mission and Vision of Trinity Academy and alignment with its goals, purposes, and objectives
- Minimum of bachelor's degree from an accredited college/university in the area of business, finance, nonprofit management, or other related fields
- And / or: Experience in fundraising or development
- Preferred experience and knowledge of the Christian non-profit sector, fund management, and foundations
- Excellent written, verbal, and interpersonal skills
- Experience and knowledge of word-processing, spreadsheets, and databases
- Preferred demonstrated successful supervisory and management experience

Primary Job Responsibilities:

- a) Actively engage as a member of the school community by attending special school events and functions. If not previously exposed to Trinity Academy, make efforts to understand TA culture by sitting in on classes, team meetings, meeting with administrator, etc.
- b) Lead the development efforts to offer a full range of fundraising activities, including endowment, annual giving, special events, and capital giving opportunities. Activities will include the promotion of giving, donor recruitment, cultivation, and donor services and retention.
- c) Responsible for working with donors, prospects, alumni, and professional advisors to build trust and strengthen their understating of the giving opportunities that are available. This includes individual and group meetings, hosting and planning donor events, public speaking, and other necessary presentations.
- d) Responsible for creating and managing a budget that corresponds with the development goals and activities.
- e) Preferred familiarity with / willingness to learn grant writing and all foundation and corporate grants activity – both operational and capital.

Approved By: _____

signature

print name/title

date



- f) Work with administrator to craft and implement the marketing and public relations plan. This includes the production of newsletters, annual report, planned giving booklet, and any other written material outlining giving opportunities for donors. Responsible for creating of consistent content and brand image across written documents, signage, social media, and public events.
- g) Research and advise the board and administrator regarding policies that impact Trinity Academy in areas of gift acceptance policies and grant-making policies in relationship to their impact on the school.
- h) Work with the board, administrator, faculty, and staff to help implement the vision and mission of Trinity Academy.
- i) Attend monthly board meetings and provide monthly reports to the board.
- j) Meet with Finance Committee as part of the budget setting process.

Performance Expectations:

General Expectations: The role is intended to devote approximately 60% of its time to the personal donor development process, and 40% of its time to the marketing and public relations role. This ratio will be monitored by the Trinity Administrator.

1. The Director of Development and Marketing should possess:
 - The ability to create momentum, demonstrating the ability to be an initiator. He/she should be proactive rather than reactive
 - The ability to translate objectives and goals into a workable plan
 - The ability to coordinate promotional activities with fundraising efforts
 - The ability to create and deliver strong personal presentations
 - A working knowledge of how the school model, each individual teacher’s methodology, and progression of the Trinity Academy curriculum
 - The ability to work with and further develop church partnership in the constituency
2. The Director of Development and Marketing should be:
 - A manager type who is analytical, decisive, and tough minded
 - An organized concise thinker and communicator
 - Comfortable with top executives, pastors, and other “high profile” people
 - Strong and inspirational with volunteer leaders
 - Persuasive with prospects: able to “close the deal”
 - Imaginative in packaging projects for fundraising and promotions
 - Of high moral integrity
 - Patient and persevering (able to withstand rejection)
 - Able and willing to travel within the area of the constituency
3. The Director of Development should be able to develop and manage a portfolio of “upper tier” donors:
 - The director’s portfolio should equal 50-75 major donors or prospects
 - The director shall meet personally one-on-one with each of these donors at least once per fiscal year

****While this description reviews many of the responsibilities and expectations associated with the position, additional accountabilities may be added as the role expands and school continues to evolve.****

Trinity Academy does not discriminate against applicants and employees on the basis of race, color, gender, or national/ethnic origin. The purpose of this job description is to describe the essential functions and major responsibilities/tasks of this position so that the person filling the position knows what is expected. It also provides information useful in recruitment, training, and performance appraisal. This document does not create an employment agreement nor modify the at-will employment status of an employee. This job description is not meant to inhibit employee creativity or innovation.