

Job Title: Director of Development
Status: Exempt/Full-Time/12-months
Pay: Salary
Reporting Officials: Head of School

San Antonio Christian School is seeking a dynamic, experienced and collaborative leader to serve as its Director of Development. Located on a beautiful 71-acre campus, SACS is a non-denominational covenant Christian school with small class sizes and quality academics, coupled with a wide range of art and athletic opportunities which provide students with a Christ-centered education while fostering a life of faith and service.

At SACS, we believe that every gift entrusted to our community is part of God's provision for the mission of Christian education. The Director of Development provides strategic leadership and oversight for all fundraising, donor relations, and advancement initiatives of the school. This role is not only a fundraiser, but also a steward of God's blessings—inviting others into the joy of giving and participation in the Kingdom work happening through our school.

The Director is responsible for cultivating meaningful relationships with parents, alumni, community partners, and philanthropic organizations to strengthen the school's mission and secure financial resources for current programs and long-term sustainability. This individual will design and implement comprehensive development strategies, including annual giving, major gifts, capital campaigns, special events, and grant opportunities. This position is critical to help advance the strategic plan of SACS and oversees the strategy, structure, and management of all fundraising efforts.

Working closely with the Head of School, Board of Trustees, and school leadership, the Director ensures that fundraising goals align with the school's vision, Christian values, and future growth. This individual serves as a key ambassador of the school, sharing its story with passion and integrity while fostering a culture of generosity, gratitude, and faithful stewardship across the community.

This person shall be spiritually mature and shall instill a life of Faith, Character, and Academic Excellence in those around them, adhering to SACS Heart of a Lion Core Values.

HEART OF A LION CORE VALUES

- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach.
- Live out and promotes the school's values. Including, demonstrating a humble and teachable spirit.
- Recognize the role of parents as primarily responsible before God for their children's education and prepared to assist them in that task.
- Possess spiritual maturity, academic ability, and personal leadership qualities to "train a child in the way he should go." Prov. 22:6 (NIV).
- Memorize and help fulfill the school's mission statement.
- Live by and support the school's statement of faith and lifestyle statement as a condition for employment and continued employment in this ministry.

ESSENTIAL JOB DUTIES

PROFESSIONAL COMPETENCIES/RESPONSIBILITIES

- Uphold ethical, honest, and respectful conduct in personal and professional matters, appreciating the diversity of conservative Christianity and following the Matthew 18 principle for conflict resolution.
- Maintain an excellent working knowledge of all policies procedures and handbooks.
- Demonstrate the importance of discernment, discretion, and confidentiality concerning the sharing of information.
- Demonstrate emotional stability, objectivity, flexibility, and optimism in dealing with everyday stress and communicating the Gospel of Christ.
- Maintain a clean, modest, and tasteful personal appearance that models Christian values and follows school policy.
- Participate and lead orientations, trainings, meetings, development programs, and activities that support the school's mission and vision, and model good attendance and punctuality.
- Cultivate volunteer efforts in support of communication and fundraising goals.
- Attend as needed evening and weekend school activities and events.
- Respectfully submit and be loyal to constituted authority.
- Participate in continuing education opportunities that will increase proficiency and job skills.

JOB DUTIES COMPETENCIES/RESPONSIBILITIES

Fundraising and Campaigns

- Develop, implement, and manage a comprehensive fundraising plan, including annual giving, capital campaigns, and planned giving.
- Plan and implement capital campaigns, including feasibility studies, prospect research, strategy planning, case statement and collateral development, donor visits/asks, campaign tracking, and volunteer recruitment, training, and management.
- Identify, cultivate, solicit, and steward donors, with a focus on major gifts and long-term partnerships.
- Oversee, manage, and implement the SACS Annual Fund.
- Conduct foundation research and approaches, including identifying potential foundations, cultivating relationships, managing applications, and grant writing.
- Research and pursue grant opportunities aligned with the school's mission.

Donor & Community Relations

- Build new relationships, consistently cultivate ongoing connections, and maintain strong ties with parents, alumni, grandparents, foundations, and community partners.
- Establish consistent processes and maintaining donor record standards.
- Create donor recognition programs and stewardship opportunities that reflect gratitude and Christian values.
- Partner with the communications team to ensure consistent messaging and storytelling across all development materials.
- Support volunteers and school leadership in engaging the broader community to strengthen relationships and increase involvement.

Strategic Leadership, Communication, & Engagement

- Work in collaboration with the Financial Office to ensure proper recording and acknowledgment of gifts.
- Supervise development staff and volunteers, fostering a collaborative, mission-driven team culture.
- Ensure compliance with ethical standards and legal regulations for fundraising.

Events & Volunteers

- Oversee special events such as Spring Fling, donor receptions, alumni gatherings, and community-building initiatives.
- Engage parents and community members in volunteer roles to support development goals.
- Partner with admissions and marketing to align outreach and advancement efforts.

Reporting & KPI

- Track fundraising progress, donor engagement, and campaign outcomes, providing regular updates to the Head of School on development strategies.
- Key metrics include:
 - Cultivate and manage a core portfolio of 125–150 top prospects/donors, maintaining consistent monthly engagement and stewardship.
 - Achieve growth in the school's annual fund and major gifts, with measurable improvement in donor retention year-over-year.
 - Conduct regular outreach, including 5+ engagement presentations or meetings and 10–15 donor calls weekly.
 - Complete and close 10-15 meaningful one-on-one presentations monthly either as direct asks or ongoing relationship connections.
 - Ensure timely and accurate completion of proposals, acknowledgments, and stewardship reports.

QUALIFICATIONS

- Minimum of bachelor's degree in marketing, communication, education, or related field (Masters Preferred)
- Minimum of 3-5 years of leadership experience in development, fundraising, or advancement leadership experience. (School or non-profit environment strongly preferred)
- Proven track record of securing major gifts, relationship-building, and meeting fundraising goals.

- Strong organizational and project management abilities.
- Ability to work collaboratively with diverse stakeholders.
- Maintain a high level of confidentiality and integrity regarding sensitive information with discretion, empathy, and professionalism.
- Strong communication, story-telling, and interpersonal skills, both written and verbal, with the ability to handle multiple projects independently and collaboratively.
- Strong technology skills with knowledge of standard software in Microsoft Office and variety of programs.
- Acknowledge Christ as Lord and Savior and be an active member of a local evangelical church that aligns with the school's essential beliefs, Nicene Creed, and statement of faith.
- Must pass a criminal background check, substance screening, and have reliable transportation.

Minimum Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. For this position an employee must be able to:

- Remain in a stationary position for extended periods of time.
- Use repetitive arm, hand, and finger movements.
- Stoop, bend, push, kneel, squat, pull, reach, stand, walk, and sit.
- Exercise mobility to promptly move around campus.
- Communicate effectively with students, staff, and parents.
- Lift/carry up to 30 lbs.
- Be outdoors for extended periods of time year-round.
- Travel locally, as well as nationally as needed.
- Evening and weekend work is needed.

Disclaimer: The information presented indicates the general nature and level of work expected of staff in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job