

POSITION TITLE: Director of Development
REPORTS TO: Head of School
STATUS: Full Time, 12 month role; Exempt
TO APPLY: Please [apply here](#)

POSITION SUMMARY

The Director of Development is a key leader responsible for advancing the mission and vision of Southwest Christian High School through strategic fundraising, major gift cultivation, and the oversight of capital campaigns and development events. This position is responsible to identify, cultivate, and secure philanthropic support while building lasting relationships with families, corporate partners, and the broader donor community.

Serving on the Executive Cabinet, the Director partners with the Head of School to ensure the school's long-term financial sustainability. He or she will serve as a dedicated ambassador for the school's Christ-centered mission, values, and educational philosophy, championing these principles to all stakeholders.

JOB RESPONSIBILITIES

Strategic Fundraising and Major Gifts

- Partner with the Head of School to identify and develop major donor prospects
- Cultivate and steward existing relationships with lead givers
- Develop and execute strategies to grow philanthropic support
- Coordinate and support annual fundraising campaign, capital campaigns and strategic fundraising initiatives
- Develop and implement a structured donor recognition programs

Institutional Gifts and Funding

- Fully develop and manage the SWCHS Corporate Partnership Program.
- Actively pursue and capitalize on corporate match opportunities.
- Work with the Head of School in writing grants to pursue funding from foundations and corporations that align and support organizations like SWCHS.

Special Events

- Oversee the planning and execution of events intended to raise and build community for the school (i.e., grandparents' day, golf events, galas, alumni events, etc.).
- Recruit and manage volunteer teams as necessary.

Alumni Relations

- Develop and implement a plan to create and sustain a strong alumni program
- Organize Alumni events to build community and maintain relationships.
- Serve as main contact for alumni with SWCHS.

Department and Database Management

- Supervise and mentor the Development Associate.
- Collaborate and manage the work of the event consultant.
- Oversee the development, accuracy and maintenance of the fundraising database.
- Manage and track fundraising activities, contributions, and donor receipts.
- Support the annual accounting audit process by providing accurate fundraising data and reporting.
- Submit Board Reports to the Board of Directors

Spiritual Commitment:

- **Vibrant Christian Faith:** Candidates must possess a genuine, growing relationship with Jesus Christ as Savior and Lord, demonstrated through a solid understanding of God's Word and active involvement in a local Bible-believing church.
- **Biblical Authority:** Actively support the school's [Statement of Faith](#), believing the Bible to be the inspired, infallible, authoritative, and inerrant Word of God—the ultimate standard for faith and practice.
- **Spiritual Maturity:** Exhibit a consistent desire for spiritual growth, evidenced by prayer, Bible study, integrity of character, and bearing the fruit of the Spirit in all interactions.
- **Christian Role Model:** Serve as a positive Christian role model in attitude, speech, and actions toward others, including adherence to God's biblical standards for sexual conduct (Luke 6:40).
- **Required Commitment:** Must commit to, sign, and uphold SWCHS's [Pledge of Integrity & Biblical Morality](#), [Statement of Faith](#), [Vision & Values](#), and [Social Position Statement](#) as a condition for employment.

Education & Experience

- **Education:** Bachelor's degree in Business Administration, Nonprofit Management, Communications, Marketing, Public Administration, or a related field.
- **Experience:** 5+ years of progressive experience in nonprofit fundraising, development, or communications (prior experience in an academic or advancement department strongly preferred).
- **Donor Track Record:** Proven success in relationship development, donor cultivation, and securing major gifts.
- **Strategic Execution:** Previous experience managing fundraising campaigns, annual funds, or corporate partnerships from conception to completion.

Professional Qualities

- **Strategic & Purpose-Driven:** Strong organizational strength and strategic thinking ability, with a deep commitment to advancing our mission and values.
- **Relational Intelligence:** High emotional intelligence, exceptional interpersonal skills, and a proven ability to maintain tact, discretion, and courtesy with high-level donors and stakeholders.

- **Communication Excellence:** Outstanding written and verbal communication skills, including a strong leadership presence when public speaking or presenting to large groups.
- **Adaptable & Self-Directed:** A motivated, self-starting leader who thrives in a fast-paced environment, managing changing priorities and multiple complex projects simultaneously.
- **Integrity & Discretion:** Exceptional judgment with a strict commitment to maintaining absolute confidentiality and professionalism in all communications.
- **Flexibility:** Willingness and availability to work select evening or weekend hours to support school events and development needs.

Technical Skills

- Advanced proficiency in Google Workspace and Microsoft environments.
- Proficiency in Raiser's Edge and Blackbaud databases (preferred).

Salary & Benefits

- \$90,000 - \$110,000 average range; actual salary based on candidate's education & experience.
- Comprehensive benefits package including: Medical, Vision, Dental, Life, 401(k) plan with company match, and tuition discount.