TIMOTHY
CHRISTIAN SCHOOLS

ELMHURST, ILLINOIS · EST. 1911

OPPORTUNITY PROFILE

Director of Donor Relations

Inviting a gifted relationship-builder to inspire Team Timothy to invest in the mission of Timothy Christian Schools.

Go Beyond.

START DATE
July 1, 2027

STATUS
Full Time

REPORTS TO
Executive Director of Strategic Engagement & Enrollment

PRESCHOOL – 12TH GRADE BIBLICALLY-ROOTED · NONDENOMINATIONAL 28-ACRE CAMPUS

ABOUT TIMOTHY

A National Blue Ribbon Campus

Founded in 1911, Timothy Christian Schools is a Biblically-rooted, nondenominational school serving approximately 1,270 students from preschool through 12th grade on a 28-acre campus in south Elmhurst. For generations, teachers, coaches, and staff have helped students identify and nurture their God-given gifts — educating servant leaders who glorify God.

Timothy families worship at more than 200 area churches across Protestant, Catholic, and Orthodox traditions, united by a shared commitment to Christ-centered, excellence-driven education.

1911	1,270	28	200+
Year founded	Students, preschool–12th grade	Acre campus in Elmhurst	Area churches represented

OUR MISSION

For the glory of God, Timothy Christian Schools exists to uphold Biblical truth, ignite academic growth, and inspire courageous leadership one student at a time.

OUR VISION

Timothy Christian Schools will develop life-long learners and servant leaders who fully live out their purpose in the world for Christ.

OUR VALUES

Christ-Centered	**Biblically-Rooted**	**Excellence-Driven**
Growth-Oriented	**Relationship-Focused**	**Individually-Customized**
Leadership-Minded	**Opportunity-Based**	**Collaboratively-Supported**

Accredited by Cognia · Recognized by the Illinois State Board of Education · Member, Council on Educational Standards & Accountability · Timothy Christian High School: 2019 U.S. Department of Education National Blue Ribbon School

THE OPPORTUNITY

Build relationships that advance Christ-centered education

At Timothy Christian Schools, generosity helps make the mission possible: upholding Biblical truth, igniting academic growth, and inspiring courageous leadership one student at a time. The Director of Donor Relations will invite others to invest in that mission by connecting their passions and resources with opportunities to make a lasting difference in students' lives.

Timothy approaches this next chapter from a position of strength. Enrollment has reached record levels, and the school has invested $75 million in its campus over the past decade. The Timothy Foundation, established in 1978 with a $28,000 bequest, now holds more than $5.5 million supporting tuition assistance, faculty development, and new programs. **Stack the WAC**, a middle school addition that will introduce a 6–12 AI & STEM Center, broke ground in 2026.

The Director will build on this momentum by developing relationships with donors, alumni, grandparents, parents, business leaders, and friends of Timothy. This is an externally focused fundraising role with responsibility for personally cultivating, soliciting, and stewarding major gifts, planned gifts, and sponsorships.

Working alongside school leadership and supported by the Advancement team's fundraising, hospitality, events, marketing, communications, and multimedia resources, the Director will spend most of their time connecting with people. The opportunity is to help supporters see how their generosity can strengthen Timothy today and sustain Christ-centered education for generations to come.

$75M	$5.5M+	115
Invested in campus over the past decade	Timothy Foundation assets	Years of God's faithfulness

THE DONOR RELATIONSHIP JOURNEY

How the Director guides every relationship

01 →	02 →	03 →	04 →	05
Awareness	**Consideration**	**Conversion**	**Loyalty**	**Advocacy**
Friends come to understand Timothy's mission and story.	They see where their passions meet Timothy's priorities.	A personal invitation to invest — and a yes.	Thoughtful stewardship keeps them engaged between gifts.	They champion Timothy and open doors to others.

THE ROLE

Key Responsibilities

This is an externally focused position. The Director builds and actively manages a portfolio of current and prospective donors, with particular emphasis on major gifts, capital campaigns, sponsorships, and planned giving.

01

Donor Relationship Development

- Build and manage a portfolio of current and prospective donors, with an intentional strategy and clear next steps for each.
- Develop authentic, long-term relationships through face-to-face meetings, meals, campus visits, calls, and events.
- Learn what matters to each donor and create opportunities to experience Timothy's mission firsthand.

02

Major Gifts & Fundraising

- Personally cultivate and solicit major gifts, with individualized strategies based on each donor's interests, relationship, and capacity.
- Build a sustainable pipeline — including families with affinity or capacity who have not yet been significant donors.
- Lead relationship-based fundraising for capital campaigns, partnering with the Head of School, Board, and school leaders on key solicitations.

03

Planned Giving, Campaigns & Sponsorships

- Develop Timothy's planned and estate-giving program and steward legacy relationships over time.
- Serve as fundraising relationship lead for Timothy Giving Day, the Golf Outing, Auction, and Taste of Timothy — owning philanthropic and sponsorship outcomes, not event logistics.
- Identify, cultivate, solicit, and steward corporate and individual sponsors.

04

Stewardship, Loyalty & Advocacy

- Personally steward significant donors so they understand Timothy's gratitude and the impact of their generosity.
- Recognize milestones, giving anniversaries, and life events with individualized stewardship.
- Deepen relationships with Foundation members and help engaged supporters become ambassadors who open doors.

05

Strategy, Data & Collaboration

- Maintain disciplined CRM records of conversations, interests, commitments, giving history, and next actions.
- Use donor data and analytics to identify and prioritize prospects and uncover opportunities.
- Collaborate across Advancement and report regularly to the Executive Director on pipeline, solicitations, and progress toward goals.

THE CANDIDATE

Who we're looking for

Timothy seeks a mature Christian who genuinely enjoys people, listens first, and moves naturally from building a relationship to making a direct, personal invitation to give.

Spiritual Qualifications

- Has received Jesus Christ as personal Savior and demonstrates a bold and active Christian faith.
- Believes the Bible is God's Word and the standard for faith and daily living.
- Is in wholehearted agreement with Timothy's Statement of Faith and Christian Philosophy of Education.
- Is a Christian role model in attitude, speech, relationships, and actions toward others.
- Is an active participant in an evangelical church.

Professional Qualifications

- Fundraising, development, sales, business development, or comparable experience preferred; bachelor's degree preferred.
- Exceptional interpersonal skills and genuine enjoyment of developing relationships.
- Strong communication, especially in conversation, listening, storytelling, and persuasion.
- Demonstrated comfort asking individuals to make significant financial commitments.
- Discretion, integrity, emotional intelligence, confidentiality, and follow-through.
- Familiarity with CRM systems and how donor data strengthens relationships.
- Familiarity with Christian education and the Timothy community preferred.

KEY COMPETENCIES

Mission Alignment
Mature faith and wholehearted commitment to Timothy's mission.

Mission Storyteller
Connects students, programs, and vision to donor interests.

Relationship Builder
Genuine curiosity about people and what matters to them.

Exceptional Listener
Seeks first to understand the donor, not to lead with a need.

Fundraising Acumen
Moves naturally from relationship to a direct, personal ask.

Strategic & Disciplined
Manages a portfolio intentionally and follows through.

Connector
Links donors to the people and priorities that deepen their bond.

Collaborative Partner
Works across teams while owning donor outcomes.

MEASURES OF SUCCESS

What success looks like

Success is measured not simply by dollars raised, but by the strength of donor relationships, meaningful personal interactions, successful solicitations, increased generosity, a healthy pipeline of future donors, and long-term commitment to Timothy Christian Schools.

01 Growth and quality of the active major-donor portfolio

02 Meaningful personal and face-to-face donor interactions

03 Qualified new major-gift prospects developed

04 Number and value of personal solicitations made

05 Major gifts, commitments, and increased giving secured

06 Fundraising and sponsorship results of designated initiatives

07 Donor and sponsor retention and continued engagement

08 Planned and estate-giving relationships developed

09 Strength and growth of the future major-gift pipeline

10 Movement of relationships from Awareness to Advocacy

THE COMMUNITY

Life in Elmhurst, Illinois

Elmhurst is a welcoming, tree-lined city of roughly 45,700 residents about 16 miles west of downtown Chicago, regularly ranked among the best places in DuPage County to raise a family. Its walkable City Centre offers more than 100 restaurants and shops. Wilder Park, at the heart of town, is home to the public library, a conservatory and formal gardens, and the Elmhurst Art Museum, which includes a house designed by Mies van der Rohe. Elmhurst University, the Elmhurst Symphony Orchestra, and community festivals round out a rich civic life — with all of Chicago's culture a short train ride away.

45,700
Residents

16 mi
To the Chicago Loop

Metra
UP-West express to downtown

O'Hare
Minutes away via I-294

POSITION DETAILS

Join us in the next chapter of Timothy's story

POSITION	**Director of Donor Relations**
REPORTS TO	Executive Director of Strategic Engagement & Enrollment
STATUS	Full time
START DATE	July 1, 2027
LOCATION	Timothy Christian Schools, 188 West Butterfield Road, Elmhurst, IL 60126
COMPENSATION	To be determined, commensurate with experience
BENEFITS	Full benefits package

HOW TO APPLY

Start the conversation

Interested candidates are invited to send a letter of interest and résumé directly to Matt Davidson, Head of School.

Matt Davidson
Head of School
davidson@timothychristian.com
630.833.4616

APPLICATION DEADLINE
March 1, 2027