



Parkway Christian School

Job Title: Director of Development

Category: PCS Marketing and Development

Reports to: Head of School

Supervises: Marketing and Development Team

Qualifications:

- **Education:** Bachelor's Degree preferred, Business background helpful.
- **Spiritual:** Evidence of personal and active relationship with Jesus Christ is required. Specifically, builds relationships through prayer, actively seeking God's direction, reading God's word and applying it to daily life. Regular church attendance, actions, behavior and appearance representative of a conservative Christian both in and out of the school environment is required. Highest standard of personal and professional integrity needed.
- **Essential Knowledge/Skills:**
 - SKILLS:** Exemplary oral and written communication skills required. Organizational and managerial abilities required
 - KNOWLEDGE:** Networking capabilities and contacts
 - ABILITY:** Relationship building ability crucial, flexibility in schedule needed
- **Experience:** Over 5 Years of experience in development preferred
 - Bachelor's Preferred
 - 5-plus years' experience in development
 - Oral and written communication skills a must
 - Demonstrated excellence in organizational, managerial, and communication skills
 - Highest standard of personal and professional integrity.

Job Goals:

The Director of Development reports to and is in partnership with the Administration at Parkway. The Director of Development will spearhead development efforts as Parkway Christian School continues to grow. A new position in the organization, the Director will have the opportunity to build the development function within the framework of a Biblical worldview.

Specific Responsibilities:

Other duties may be assigned as the position is enhanced.

- o Develop and execute Parkway Christian School annual fundraising plan
- o Secure financial support from individuals, foundations, grants and corporations
- o Manage the implementation of database and oversee staff responsible for data entry and gift processing
- o Develop and maintain ongoing relationships with major donors
- o Creating and executing a strategy for a large sustained base of annual individual donors
- o Develops and maintains development department budgets
- o Oversees and develops reporting systems to monitor fund-raising activities
- o Helps establish Parkway Christian School revenue numbers
- o Overseeing organization of special events
- o Developing and tracking proposals and reports for all foundations and corporate fundraising
- o Compile positive facts about Parkway Christian School that highlight our strengths
- o Alumni Connection