



Director of Advancement

Job Description

Lubbock Christian School [LCS] is seeking a highly motivated individual to join our leadership team as the Director of Advancement. This role is responsible for the overall success of annual giving campaigns, fostering donor and alumni relations, and overseeing fundraising programs and processes for the school. The Director of Advancement will serve on both the Facilities and Development Committees and will report directly to the President.

Duties and Responsibilities

Strategic Planning and Management

- Work alongside the President to identify and cultivate relationships with prospective donors for both annual and one-time capital donations.
- Recommend strategies to ensure a cohesive long-term fundraising plan for the entire school.
- Create processes for executing long-term strategies for corporate and large individual gift giving such as endowments.
- Develop and oversee programs to encourage alumni and grandparent involvement through consistent communication and recognition.
- Serve as a LCS representative by attending community events, joining local societies, and appearing at other strategic networking events.
- Direct communications and marketing goals surrounding capital campaigns, fundraising efforts, and donor/alumni relations.

Donor Relations

- Cultivate current and prospective donor relationships to identify donor interests and solicit meaningful gifts.
- Plan and facilitate occasions to initiate and maintain contact with present and prospective donors for both the President and Athletic Director.
- Responsible for overseeing and executing the recognition and stewardship of donor contributions on a consistent basis.
- Coordinate marketing efforts and donor communication for school fundraising events such as the annual benefit dinner.
- Create and instill processes to make effective use of donor management software [Kindful and OneCause].
- Remain diligent in maintaining a strong network of LCS affiliates regardless of giving status.

Fundraising

- Coordinate and manage all aspects of annual giving campaigns as well as capital campaigns approved by the Board of Trustees.
- Promote recurrent giving through existing annual fundraising campaigns.
- Research, identify, and coordinate efforts to apply for grant and foundation capital resources.
- Develop a process to minimize donor fatigue through the oversight of all campus-wide fundraising efforts.

Personal Qualifications and Skills

Key Qualifications:

- Alignment with philosophies, mission, and faith statement of LCS.
- Passionate about the value of a Christian education.
- Must have experience in donor relations, fundraising, or sales.
- Bachelor's Degree preferred.

Personal Skills:

- Proficient in Microsoft Word, Excel, and Power Point.
- Excellent interpersonal, verbal, and written communication.
- Able to work independently, take initiative, manage time effectively, and maintain confidentiality.
- Strong attention to detail and organization.

Additional Information

Yearly salary commensurate with experience. Health and retirement benefits are available.

The anticipated start date for the position is April 1st, 2024, but is flexible should the candidate need to give their current employer more notice.

To apply, please send your resume to Denise McNeill at dmcneill@lubbockchristian.org.