



Director of Advancement Job Description

Position Description: The Director of Advancement is responsible for managing all aspects of Dayspring Christian Academy's financial development efforts. This senior level position, reporting to the Headmaster and working collaboratively with the Founder and Vision Ambassador, a small staff and an engaged Board of Trustees, will oversee general operation of the Advancement and the Marketing Departments. This person will be responsible for the development initiatives and lead the capital campaign and other major fundraising efforts. This person is responsible for the goals/objectives of the Advancement Department.

The role requires a high degree of public visibility, excellent communication skills, organizational skills, strong leadership qualities, ability to balance teamwork with decision-making, and ability to relate well with internal and external constituencies.

Reports to: Headmaster

Supervises: Advancement Assistant, Marketing Manager, Events Manager

Status: Full Time

Requirements

Spiritual:

- Be a professing born-again, Bible believing Christian and in regular attendance at Bible believing church. Also, be in agreement with DCA Statement of Faith and Biblical Morality Standards (See Terms of Employment).

Education:

- Bachelor's Degree in a related field
- Master's Degree preferred

Qualifications:

- A minimum of five years' major gift Fundraising/Development experience
- Proven track record of meeting or exceeding fundraising goals
- Effective communicator with excellent verbal and written communication skills
- Event planning experience
- Strategic thinker and problem solver
- Proficient with or able to learn eTapestry (donor database software)
- Ability to lead a team of professionals effectively
- Experience working with Board of Trustees and other constituents including donors, volunteers, families, and staff

**Essential Responsibilities and Duties:**

- Support and partner with the Headmaster, the Founder and Vision Ambassador, and other DCA staff on all major fundraising initiatives, including the current \$25 million “The Way. Forward. Capital Campaign.”
- Develop and execute major gift strategies for campaign priorities, annual fund, and sponsorship needs.
- In conjunction with the Headmaster, DCA leadership, and volunteers, help to build a pipeline of new major donors through identification and qualification of prospective donors while remaining consistent with the mission, values, and goals of Dayspring Christian Academy.
- Develop innovative strategies to bring donors closer to DCA and strengthen their commitment to the mission.
- Help maintain and grow important fundraising programs including Educational Improvement Tax Credit Program (EITC), major event Sponsorship appeals, and Planned Giving.
- Steward and grow DCA’s efforts to secure business gifts and grants, including operational gifts, campaign gifts, and gifts of labor and materials.
- Develop and manage fundraising activities to ensure plans and critical fundraising processes are carried out in a timely manner.
- In collaboration with the Headmaster, help cultivate and engage board members directly in fundraising and individual giving initiatives.
- Research and prepare Foundation grant opportunities.
- Create and present reports on development initiatives and fundraising activities to the Headmaster and Board of Trustees.
- Develop and oversee programs and policies for stewarding, acknowledging, and recognizing DCA donors.
- Prepare and effectively manage Advancement Department budget.
- Effectively manage staff to ensure that deadlines are met on all projects within the department.

Collaborative Responsibilities and Duties:

- Be a member of Administrative Council
- Attend Board meetings and/or provide updates to the Board of Trustees

Evaluation Method and Frequency:

- Annual evaluation by Headmaster

Hours: Monday-Friday 8-4:30 PM (hours subject to change in accordance with fundraising schedule) + Occasional weekends and travel required

Benefits: Salary: A highly competitive salary and benefits package is being offered for the right candidate

Location: Lancaster, PA (In-Person)

To apply: send resume to Headmaster, Dan Stone at dstone@dayspringchristian.com