



6101 N. Habana Ave. □ Tampa, FL 33614 □ 813 872-6744 □ Fax 813-874-8130

POSITION DESCRIPTION

Title: Director of Institutional Advancement
Reports to: Head of School
Work Year: 12 months

Position Focus: The Director of Institutional Advancement (DIA) is responsible for developing, sustaining, and deepening relationships with individuals, families, foundations, corporations, churches, and the broader community. The objective of all development activities is to help potential supporters understand the ongoing needs of the school and, in turn, know how to respond with gifts of resources. The DIA will be expected to minister to the needs of donors and identify, qualify, cultivate, solicit, and steward these very important partners for Cambridge Christian School.

The DIA reports directly to the Head of School and manages a development plan that focuses on donor development, grants, donor research, communications, events management, alumni relations, and database administration.

The DIA must be a highly energetic professional with a track record of building donor relationships and closing gifts. The DIA will also be responsible for engaging other resources of Cambridge Christian School as necessary to grow donor relationships and support as necessary.

Spiritual:

- Seek to role model in attitude, speech, and action a consistent daily walk with Jesus Christ
- Motivate others to accept God's gift of salvation and grow in their faith
- Follow the Matthew 18 principle in dealing with students, parents, staff and administration
- Lead others to a realization of their worth in Christ and cultivate their growth in Christ-like character
- Subscribe to and promote the statement of faith

Position Parameters:

- Oversee all fundraising activities of the school including annual fund, gala, and capital campaign
- Grow operational funding for the school through charitable donations
- Keep individuals, families, foundations, corporations, churches, alumni, and friends aware of the mission, accomplishments, and needs of the school
- Create an annual Development Plan that will be used to measure progress throughout the year

- Develop, promote, and sustain effective relationships with constituents and supporters of the school
- Manage and support development staff and outside consultants
- Work closely with Director of Alumni to facilitate interest and raise awareness of the needs at CCS among alumni
- Engage the Head of School, department heads, and Board in development activities
- Communicate and coordinate the Development Plan and all development activities with the Development Committee of the Board
- Produce and manage an annual budget, income, and activity projections for Development
- Collaborate with and train key stakeholders in the process of cultivation and asking
- Serve on Senior Staff

Qualifications:

- Bachelor's degree with three to five years of successful experience in major gift fundraising or comparable experience
- Experience in education and/or Christian ministry a plus
- Ability to understand the needs and interests of donors in order to develop relationships between them and Cambridge Christian School
- Interest in all aspects of Cambridge Christian School and a dedication to promoting the fundraising priorities through developing excellent relationships with others throughout the school
- Demonstrated leadership and the ability to successfully manage multi-functional and/or diverse areas
- Successful experience in developing in-depth cultivation and solicitation strategies
- Excellent interpersonal skills and a demonstrated record of completing assignments
- Strong commitment to uphold and support Cambridge Christian School's mission and vision statements