



Job Description

Organizational Overview

Cornerstone Christian Academy (CCA) was founded in 1999 to provide an educational alternative for middle and high school students and their families who wanted to fully integrate academic learning with Christian principles and values. Since then, CCA expanded to add K4-6th grade program with great success. CCA's current student population hovers around 500 students annually, and is poised for continued growth. Our mission is to provide a quality education based on God's truth, resulting in Christ-like students who will impact their world for the glory of God. Our vision is to provide an excellent academic program which equips students for success in a wide range of career fields, while instilling the faith-based values and character traits that will help them understand, evaluate, and make a meaningful difference in their world.

Position Summary

The Development Director, in collaboration with CCA's Staff and Board, oversees and is responsible for all of the organization's fundraising activities and manages relationships with the organization's financial partners. As the inaugural Development Director, the candidate who fills this position will have flexibility and creative power to build a strong development program, with direct support from the Head of School and Board of Directors. Duties will include planning fundraising events, cultivating new current, and former donor relationships to encourage ongoing contributions, managing capital campaigns (including feasibility study oversight), and seeking out opportunities for financial support through grants and sponsorships. Other key duties include marketing and community outreach. The Development Director will collaborate with Staff and Board of Directors on setting the vision and must demonstrate a commitment to Christian education to be considered. The Development Director will report directly to the Board of Directors.

Key Responsibilities

- Develop, implement and monitor a comprehensive fundraising plan with one-year, five-year and longer-term goals to expand philanthropic support of the organization, including using income and expense cycles to guide fundraising campaign decisions
- Work with the Board and Staff to set annual monetary goals and budgets according to short- and long-term goals
- Support the development of annual organizational budget along with Board and Finance Department Staff
- Oversee a capital campaign feasibility study
- Provide input to strategic decisions that affect the functional area of responsibility
- Develop and regularly maintain a donor database of corporations, foundations, individuals and alumni to foster strong donor/sponsor stewardship
- Identify and strengthen relationships with community stakeholders
- Network at selected community and leadership events
- Actively pursue and manage corporate and individual leads
- Implement annual appeals to individual donors in order to meet budgeted goals
- Create and distribute donor acknowledgements



- Design and implement marketing programs, including relevant fundraising literature and special events to maximize prospect/donor engagement
- Steward donors through engagement, appreciation, and impact activities, including building tours and small group gatherings
- Host donor cultivation events (house parties, onsite gatherings, etc.)
- Coordinate media events, including speaking on behalf of organization with media outlets as needed
- Act as a primary point of contact for funding, donations, and fundraising event inquiries
- Seek, apply for, and manage grant funding
- Other duties as assigned

Job Requirements

- Strong personal relationship with Christ and commitment to a local church, including agreement with CCA's Statement of Faith
- Extensive knowledge of fundraising strategies and principles
- Excellent written and verbal communication skills, including public speaking
- Excellent interpersonal skills, including ability to build relationships with diverse groups
- Ability to prioritize and manage multiple tasks, to analyze and solve complex problems, and to exercise sound judgment.
- Creativity and strong sense of integrity
- Ability to create and implement systems and processes
- Knowledge of tax planning principles and techniques that favor charitable giving
- Proficient in Microsoft Office Suite
- Proficient in donor management software and integrations, knowledge of QuickBooks preferred
- Availability to work occasional evenings and weekends for essential fundraising meetings or events (full calendar year responsibilities)
- Valid OH driver's license with clean driving record

Education and Experience

- Bachelor's degree, or equivalent combination of education and experience required
- At least three years of experience in fundraising, customer service or sales, or administrative/managerial experience required
- Experience in fundraising for a nonprofit organization or non-public Christian school preferred
- Capital campaign experience preferred

Benefits

- Insurance (dental, health, vision)
- Paid time off
- Matching retirement contributions
- Flexible schedule
- Free tuition for children in family