

# **Director of Community and Donor Relations**

## *Job Description*

**Supervisor:** Administrator

**Responsibilities and Expectations:**

- Leading role in 3-year capital campaign (including coordinating between ACA and campaign consultant and possible feasibility study)
- Within the capital campaign –  
Write grants, coordinate capital campaign events, update campaign videos, communicate building progress, keep materials and ACA web site updated, coordinate volunteers/campaign committee, work with the Education Foundation of ACA Directors, Development Director and the Board of Education for a successful campaign
- Increase Annual Fund awareness through the management of annual giving program(s)
- Communicate mission, strategic plan, and current campaign goals with association and donors
- Cultivate and solicit donors
- Oversee donor processing and acknowledgements

**Minimum Qualifications:**

- Strong written and verbal communication skills
- Experience with marketing or fundraising

**Preferred Qualifications:**

- Existing relationship with ACA (or of another Christian school)
- 5 years fundraising experience preferred with a proven track record of annual giving
- Bachelor's Degree in marketing or related field
- Strong public speaking skills

**Spiritual Qualifications:**

- The Director of Community and Donor Relations accepts without reservation the ACA Statement of Faith. He/she supports the Educational Philosophy and Objectives of ACA and is a strong proponent of Christian education.
- He/she is a born again Christian, knows Jesus Christ as Savior, and attends a House of Worship in a group setting on a regular basis.
- Has read and agrees to abide by all applicable regulations set forth in the Faculty and Parent/Student handbooks. He/she agrees to cooperate with school authorities and adhere to policies adopted by the school board.
- The Director of Community and Donor Relations believes that the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church. (I Corinthians 6:1-8, Matthew 5:23-24; 18:15-20). Therefore the Director of Community and Donor Relations agrees that any claim or dispute arising out of or related to this agreement shall be settled by biblically based mediation, and, if necessary, arbitration in accordance with the "Rules of Procedure for Christian Conciliation" of the Association of Christian Conciliation Services. The Director of Community and Donor Relations agrees that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waives the right to file a lawsuit in any civil court for such disputes, except to enforce a legally binding arbitration.

Send application, resume and salary requirements to [hr@ankenychristianacademy.com](mailto:hr@ankenychristianacademy.com)