



## Mount Paran Christian School

**Title:** Development Manager

**Reports to:** Director of Development

**Position Description:** Under the supervision of the Director of Development, the Development Manager is responsible for organizing, implementing, and managing the processes of Annual Fund and Georgia GOAL. The Development Manager is charged with maintaining and growing these programs with specific performance goals set together with the Director of Development. The Development Manager is responsible too for establishing and growing the alumni relations program. The Development Manager will also provide support to the Director on the capital campaign.

### **Primary responsibilities:**

- Organize and implement a comprehensive strategy for growing the MPCCS Annual Fund and to solicit all members of the school community including: establishing a communication plan/timeline; recruitment, training, and recognition of volunteers; development of print collateral material; data management; financial analysis and reporting; and preparation of solicitation letters and production of mailings.
- Organize and implement a comprehensive strategy for growing the Georgia GOAL tax credit and to educate and solicit all members of the school community and corporations including: establishing a year round communication plan/timeline; contribution process and data management; reporting; preparation of solicitation letters/packets and production of mailings; guide and direct contributors in tax credit process; research and solicitation of c-corporations; work with Georgia GOAL and Georgia Department of Revenue.
- Organize and implement a comprehensive strategy for building and growing an alumni relations program including: establishing a year round communication plan/timeline; alumni notes updating and section of the annual report; building an active alumni volunteer committee; alumni data management; event planning and management to include annual alumni dinner, senior social, reunions, etc.; preparation of solicitations, invitations, and production of mailings; and management of Facebook group for alumni.
- Work with marketing and communications staff to create and implement all communications (emails, Weekly Word submissions, Facebook, eblasts, Wingspan/Annual Report, phone calls, website, campus signage, etc.) related to Annual Fund, Georgia GOAL, and alumni relations.

- Plan and coordinate the annual Leadership Donor Dinner and other donor/volunteer recognition events, activities, and gifts.
- Work with Database Administrator to process and acknowledge all gifts to MPCS.
- Improve and establish development office processes for maintaining donor records, especially in the database.
- Work with Director of Development to enforce fundraising policies of the school including: fielding outside solicitations; working with leadership team to guide staff according to fundraising policies; assist parent volunteer groups.
- Provide support to the Director of Development on the capital campaign, foundations strategies, and major gift strategies.
- Operate within the fundraiser's code of ethics as outlined by Association for Fundraising Professionals (AFP) and Council for the Advancement and Support of Education (CASE).
- Complying with conditions as stated in employee contract and handbook
- Modeling appropriate Christian behavior in speech and actions
- Other duties as assigned by the Director of Development.

**Qualifications:** Bachelor's degree with 3 years of experience in development/fundraising; excellent verbal and written communications skills; impeccable organization and management skills; creative in approaches and resourceful; confidential; efficient time management and prioritization; ability to work with a variety of software and database management programs; Raiser's Edge software experience is highly preferable; and professes faith in Jesus Christ and accepts statement of faith of MPCS.

**Physical Requirements:** Lifting boxes and other packages not exceeding 20 pounds; ability to sit or stand for long periods of time; excellent cognitive and hearing abilities.