



James Island Christian School

Director of Development

James Island Christian School seeks an outstanding and experienced leader to serve as the school's next Director of Development.

As a member of the school leadership team, the Director of Development serves as a key operational and relational partner to the Head of School in advancing the mission, vision, and financial sustainability of James Island Christian School. This role provides directional and administrative leadership and execution with a focus on fundraising, donor stewardship, and community engagement.

The Director of Development ensures that all advancement efforts are well-organized, timely, and mission-centered by managing donor systems, supporting communication initiatives, coordinating events, and facilitating meaningful donor and community experiences.

Spiritual Qualifications:

An administrator at James Island Christian School is a professed believer in Jesus Christ. He/she believes that the Bible is God's Word and the standard for daily living. The JICS administrator is equipped with spiritual maturity, academic ability, and leadership qualities to nurture and grow students spiritually, academically, physically, and emotionally for life and eternity. All JICS employees must be in direct alignment with the school's mission, philosophy, and statements of belief.

Other Qualifications:

- Bachelor's degree required, Master's degree and/or CFRE desirable.
- Minimum of three years of progressive experience in a comprehensive development program.
- Excellent interpersonal, oral and written communication skills.
- Strong computer skills, including demonstrated proficiency with MS Office Suite, Google Suite, and CRM.

RESPONSIBILITIES

Donor Relations & Stewardship:

- Cultivating relationships with prospective donors, alumni, parents, and corporations to secure ongoing financial support.
- Leading and supporting volunteers, including board members and parents, in fundraising activities.
- Represent James Island Christian School in the community at events and conferences as appropriate.
- Assist in maintaining a culture of generosity across the school community.

Strategic Fundraising:

- Designing and executing annual giving campaigns, major gift solicitation, and managing capital or endowment campaigns.
- Working with the Head of School and Board of Trustees to set financial goals, evaluate fundraising progress, and align resources with strategic needs.
- Planning and managing key events such as alumni events, Grandparent's Day, school-wide fundraisers, and donor recognition events.
- Track and analyze progress towards achieving revenue and communications goals.
- Assist with grant tracking and sponsor follow-up as applicable.

Development Operations:

- Overseeing the database, gift recording, donor acknowledgments, and reporting to ensure accuracy and compliance.
- Ensure the timely processing and acknowledgement of all gifts.
- Work collaboratively with the Marketing and Communications Director to design fundraising marketing material and ensure integrated communications and consistent strategies.

KNOWLEDGE, SKILLS & ABILITIES

- Proven track record of providing strategic direction, leadership and operational management of advancement activities, resulting in marked improvement in execution and revenue growth.
- Willingness to embrace the school's mission and core values with a desire to fully engage in the life of the school and community.
- Strong organizational and time management skills and the corresponding analytical skills needed to establish strategic fundraising goals and report on results.
- Ability to exercise leadership skills while engaging in collaborative, team-based work; high capacity to inspire cooperation and work well with teams.
- High level of integrity, initiative, creativity and energy.
- Discretion, ability to maintain confidentiality where appropriate.