



BRAZOSPORT — CHRISTIAN SCHOOL —

200-B Willow Drive • Lake Jackson, Texas 77566 • 979.297.0563 • fax 979.297.8455 • www.1bcs.org

Now accepting applications for:

Development Director

Location: Brazosport Christian School, 200B Willow Drive, Lake Jackson, TX
Status: Full Time
Compensation: \$50,000 plus bonuses

For Whom are we looking?

Brazosport Christian School is searching for an experienced, passionate professional to join our team of high performers. We are diligent, fervent, and relentless in serving the Lord Jesus, while we simultaneously serve our community. The Development Director **MUST** possess the drive, experience, and education to add value to our organization and duly serve our Lord and our stakeholders.

The Development Director will ensure the relationships and financial resources needed to carry out the BCS mission and make sure strategic priorities are consistently in place. Additionally, the Development Director will serve as a “face” for BCS and assume responsibility for the continuing growth of the organization's reputation of excellence within the community.

We are looking for someone with event planning, public relations, and fundraising experience, who is energized by innovative solutions and ambitious goals.

Should you apply?

- Do you enjoy cultivating relationships and developing new partnerships?
- Do you love working hard to see your vision become a reality and reaching your goals?
- Does coordinating high-quality, impressive major events and campaigns make your heart happy?
- Are you motivated by knowing you are providing the relationships and financial support necessary to facilitate life change for individuals in our community?
- Do people compliment your innovative ideas, brilliant organizational skills, creative abilities, eye for design, determination, writing expertise, and ability to make friends anywhere you go?

If you answered “yes” to these questions, review the following position responsibilities and requirements. If you have the passion, experience, and skill-set required to excel in this position, we would love for you to apply!

Job Title: Development Director
Reports to: Head of School
Status: Full-time, Exempt

Summary

The Development Director leads the organization's fundraising and marketing efforts. The Development Director ensures the relationships and financial resources needed to carry out BCS mission and strategic priorities are consistently in place. By guiding the organization's marketing and public relations strategy, the Development Director builds a reputation of excellence and ensures brand awareness for the organization. The Development Director leads volunteers in orchestrating all fundraising efforts including major events, grants, campaigns, etc.

Required Attributes

- Creative, yet organized and efficient
- Energized through collaborative planning and teamwork
- Highly engaging and relational
- Positive and not easily deterred
- Self-motivated
- Resourceful and committed to finding solutions for challenges
- Professional, yet personable
- Detail oriented

Primary Areas of Responsibility

- Identify and Lead the Development volunteers
- Lead successful fundraising efforts, achieving annual goals
- Lead Development volunteers in successfully executing major events, grant strategy, and campaigns
- Lead community relations and "friend-raising" strategy for the organization
- Create and implement annual Resource Development Plan
- Create and implement public relations and marketing strategies
- Coordinate corporate and church partnership strategies
- Coordinate donor relations, cultivation, appreciations, and retention
- Coordinate organization's print, website, social media, and email communications
- Serve as ambassador on behalf of BCS to educate and engage church, community, and corporate partners
- Assist with BCS relationship database
- Assist with creation of publications and print/online materials
- Maintain records as related to Resource Development
- Ensure financial policies and procedures are followed

Position Requirements

- Minimum of a bachelor's degree or comparable experience
- Minimum 2 years demonstrated successful development experience
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders
- Strong organizational skills, time management skills, and detail-oriented
- Excellent written and verbal communication skills
- Ability to effectively lead Development volunteers
- Genuine and deep love for Christ
- Active member of a local church
- Be in agreement of the BCS Statement of Faith
- Ability to work with people in a Godly manner
- Responsible to bring in \$200,000 annually in addition to current funding streams
- Physical Requirements – Moderate activities, including but not limited to moderate lifting, sitting, and/or standing for long periods of time, manual dexterity