



*Living Stones Academy is a Christ-centered school committed to inspiring students to advance God's Kingdom; equipping them to embrace diversity with particular emphasis on its cultural, economic, and racial forms; and empowering them to love others and pursue Shalom.*

### **Advancement Director - Job Description**

#### **A. Purpose**

The Advancement Director coordinates all fundraising and communication for internal and external audiences with the purpose of promoting the mission of LSA and inviting and encouraging others to become active members of the community.

#### **B. Job Requirements and Responsibilities**

Must have a BA and 3-5 years of relevant working experience in areas of fundraising and/or communication.

##### Project Manager

1. Responsible for setting and implementing strategy for fundraising (annual fund and campaign, when needed). Depending on the skills of the candidate, may also include collaborating with the communications team to support this effort.
2. Work with staff, volunteers, consultants and contractors to implement this strategy.

##### Development functions:

1. Working alongside the Head of School, inspire, engage and cultivate donors, encouraging them to deepen their commitment to and action in the mission of LSA.
2. Develop fundraising strategy that is consistent with our mission/values, and achieves set goals.
3. Meet regularly with key donors.
4. Supervise development team members and work effectively with consultants.
5. In consultation with our communications consultant, Communications & Events Manager and Head of School, develop donor communications calendar for the fiscal/school year.
6. Oversee the execution of all donor related events (Grandfriends' Day, Circle Up, Stones of Hope, school visits)
7. Explore and pursue potential grant funding opportunities.
8. Oversee that all gifts are entered correctly into the donor database.
9. Ensure that best practices in the field are followed. It is of particular importance that gifts are acknowledged appropriately and in a timely way.
10. Commitment to building knowledge by attending networking events and professional development opportunities.

11. Communicate with partnering churches and invite them to contribute toward student support fund.

Marketing and communication:

1. Work with staff and our communication consultant members to create communication tools (website, monthly email update, three newsletters, social media posts, etc) that amplify the mission and values of the school.
2. Coordinate all of LSA's marketing (development, enrollment, communication) projects.

Requirements:

1. Model Christ-like behavior both in and outside of the school..
2. Communicate effectively, both orally and in writing.
3. Work collaboratively.
4. Be a member in good standing at a local church.

**C. Nature of Work**

Hours of work and schedule are determined on an annual basis, based upon program needs and availability of funds.

**D. Job Classification and Compensation**

This position full-time during the school year with reduced hours determined annually during the summer. This is an exempt position.