

## Director of Advancement

Mariners Christian School (MCS) seeks a Director of Advancement to be responsible for the overall leadership, vision and strategic planning direction for the Advancement Department. Functions which report to the Director of Advancement include Development and Marketing, Alumni Relations, and Communications.

The Director of Advancement will report directly to the Head of School and will be responsible for developing and implementing fundraising initiatives and managing all related matters. This person will work in close contact with the school's senior administrative staff, volunteers, and community partners.

The ideal candidate is a thoughtful, articulate and experienced advancement professional who can effectively cast and communicate the school's vision to all constituents. The Director of Advancement is an integral position for Mariners Christian School with oversight of all fundraising including annual fund, major and planned gifts, grants and several annual events to achieve the goals and strengthen philanthropic involvement in the community. This position is strategic and visionary in nature with not just a focus on the present, but with a constant view for the future and growth of the institution. Therefore, the Director of Advancement efforts continually point to and support MCS's mission is to "build a firm foundation through Christ-centered education". This position provides an excellent opportunity for a highly motivated individual with proven development experience to grow an already stable development and advancement program.

This is a high profile position which requires a strong ability to build consensus and goodwill on behalf of MCS with its loyal constituency. The Director of Advancement will be expected to develop strong relationships with the full range of the school's constituents and to secure annual, capital, Legacy Fund and planned gifts that support and advance the Mariners Christian School mission and core values of Love for Christ, Exemplary Academics, Whole Child Focus, Connected Community, and Culture of Innovation.

### Responsibilities:

Serve as an ambassador and champion of the school

Work closely with the Head of School and Chief Operations Officer to develop goals encompassed in a multi-year comprehensive strategy

Develop, execute, and monitor the success of the annual fundraising plan to support the implementation and success of the comprehensive strategy

Oversee the planning and effective implementation of annual initiatives, campaigns, projects, or events related to fundraising

Manage the Advancement budget for all development related expenses

Solicit and secure financial gifts from individuals, foundations, and community partners including major gifts and grant opportunities

Steward relationships with internal and external donors, parents, alumni, volunteers, and other constituents to cultivate donor support and achieve fundraising goals

Oversee, coach, and shepherd a team of 4-6 people all working closely to implement programs and support the school's advancement

Collaborate with administration and admissions to support alignment of messaging, vision, and promotion of the institution to attract Christ-loving families and partnerships

Guide Alumni Relations team in its outreach and communication with its audience

Develop and design key materials, in partnership with other staff and school administration, to support and promote fundraising initiatives, donor relations, and cultivation of MCS mission

Manage vendor and independent contractor relationships related to development matters

Complete written appeals, annual reports, and regular reporting on all areas of fundraising

Conduct independent research to identify prospective donors from a variety of constituencies

Oversee management of internal and external communications including the school website

Develop and provide detailed reports to be shared and discussed with Head of School and MCS's Board of Trustees

Maintain a high degree of confidentiality and adhere to the policies and procedures for accepting, recording and acknowledging gifts

Ensure the MCS brand is used properly across all messaging and uses

#### Characteristics and Qualifications

Acceptance of Jesus Christ as his/her personal Savior and evidence of a personal relationship with Him

At least three years of increasingly responsible broad-based fundraising experience, preferably in higher and/or independent school education, with a proven level of achievement

Bachelor's degree required, advanced degree preferred, with demonstrated skills and abilities in communications, organization, and leadership

Demonstrated gifts in managing relationships, successfully reading and navigating personal dynamics, and collaboration

Demonstrated record of self-motivation; maturity, energy, humor, and desire to provide leadership and direction to a talented team of enthusiastic professionals with various levels of experience

Successful experience with management and budgetary responsibilities

Demonstrated excellent communication skills (both oral and written) and excellent organizational skills

Working knowledge of database management and Microsoft Office, prospect management, and prospect research/records, donor database management, and fundraising platforms

Commitment to serving as a fully integrated member of a hard-working, results-oriented, dedicated independent school Advancement team

Positive attitude, flexible approach, and person of integrity

#### Non-discriminatory policy:

It is and shall be the policy and practice of Mariners Christian School in the hiring of employees that the school will not discriminate on the basis of the applicants' race, age, genetic information, color, gender, nationality, or ethnic origin. We reserve the right to screen applicants on the basis of religious preference.

**Each employee of Mariners Christian School must:**

Maintain a lifestyle consistent with the moral standards stated in the Mariners Christian School contract and the Declaration of Moral Integrity.

Be in agreement with and sign the MCS Statement of Faith.

Have criminal history clearance expressly for MCS. (Fingerprinting to be arranged at hiring.)

**Application Info:**

Please send the following items to Dianne McVay at [dmcvay@marinerscs.org](mailto:dmcvay@marinerscs.org)

Current Resume

Letters of Recommendation (2)

Professional References (2)

Brief summary of Christian experience (e.g. testimony, church affiliation, ministry involvement.)

Note: Expressing interest in this position and submitting requested items does not guarantee an invitation to interview.