

Christ Presbyterian Academy Job Description
Assistant Director of Development and Alumni Relations

POSITION PURPOSE: The Assistant Director of Development and Alumni Relations serves the Academy by working with the Director of Development and Alumni Relations coordinating and implementing development and alumni strategies to strengthen and further CPA's mission.

POSITION HELD BY: Vacant

SUPERVISES: None

DIRECT REPORT: Director of Development and Alumni Relations

POSITION OUTCOMES/EXPECTATIONS:

- I. Support the Academy's initiatives for the annual fund, capital campaign, special projects, planned giving, and endowment fundraising.
 - II. Manage the CPA Annual Fund
 - a. Secure parent, alumni, faculty, staff, and grandparent volunteers to assist with the annual fund
 - b. Organize all solicitations for the annual fund
 - c. Reach participation and financial goal set by Academy leadership
 - III. Build and maintain relationships with CPA alumni, families, and other potential donors
 - IV. Schedule and make face-to-face meetings to solicit gifts for the Academy
 - V. Coordinate solicitation strategies to increase giving (participation and dollars raised) of all Academy constituents
 - VI. Work with all internal and external constituents to create and implement all fundraising materials
 - VII. Work with the Director to coordinate and implement the overall solicitation, alumni, and events calendar
 - VIII. Coordinate and assemble bulk mailings of all communications to Academy constituents for Development and Alumni purposes (e.g. Annual Reports, Annual Fund solicitations, etc).
 - IX. Engage the alumni community and provide opportunities to stay involved in the Academy
 - X. Correspond with alumni community via quarterly e-newsletter
 - XI. Coordinate special events including Homecoming, reunions, and development office fundraisers (i.e.: CPA Golf Classic & Spring Fundraiser)
 - XII. Update social media and the development and alumni relations website with current information
 - XIII. Prepare and produce reports when deemed necessary from the database
 - XIV. Attend academic, athletic, fine arts, and CPA community events
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QUALIFICATIONS AND REQUIREMENTS:

Education

Bachelor's degree or 3 years equivalent work experience required

Experience

Prefer 3 years of experience in development, communications, alumni relations, or business environment.

Skills and Abilities

- Must have an understanding of Christian world and life view as it relates to all parts of school life at the Academy.
- Must have or be able to gain a general understanding of fundraising techniques and methods.
- Must have knowledge of the principles of teamwork.
- Possess strong interpersonal/relational skills and strong written and verbal communication skills.
- Must be able to problem solve and be detail oriented.
- Ability to communicate clearly, friendly, and be helpful on the phone and in person.
- Possess strong computer and internet skills including Microsoft Office.
- Ability to work with staff, faculty and volunteers in development efforts.

Requirements

- All employees must commit to performing their duties in accordance with the stated mission and purpose of the school, CPA Policies and Procedures Manual, and the Westminster Confession of Faith. All employees must be evangelical Christians and active members of an evangelical Christian church.

All of the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. The position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

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SIGNATURES AND APPROVALS

Employee Signature Date

Administrator Signature Date