



## Arthur Christian School

1637 State Hwy 133

Arthur, IL 61911

POSTED: 3/8/22

### DIRECTOR OF ADVANCEMENT

Arthur Christian School exists to empower students to be people of hope through Christian character development, discipleship, and quality education programs.

Reporting to – ACS Headmaster

Hired by – ACS School Board

Type of Position – This is a contracted, exempt employee paid on a salaried basis

Job Summary – The Director of Advancement reports to and is under the immediate supervision of the ACS Headmaster and is responsible to develop and oversee a comprehensive school fund-raising program. The Director of Advancement will develop and oversee the strategy, structure, and management of Arthur Christian School's fund-raising efforts and is responsible for the planning, organization, and coordination of the efforts that are necessary to raise gift income.

#### ACS Culture

- Honor God and each other.
- Seek an alive God and interact with Him daily.
- Be a family.
- Be a people of hope, kindness, and worship.
- Be an empowered and victorious people through the Holy Spirit.

#### ACS Expectations

- Worship God (with everything)
- Have a vision (hope and dream)
- Be a learner, not a finisher (growth over grades)
- Lean into struggle (do hard things)
- Own your education
- Own our culture

#### Personal Qualifications

- A born-again Christian who possesses a strong Christian testimony and evidence of spiritual maturity.
- Maintains a growing and vibrant relationship with Jesus Christ.
- Is in agreement with the philosophy, goals, and doctrinal statement of ACS.



### Credentials

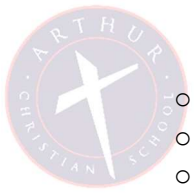
- Education: bachelor's degree in a related field preferred.
- Experience in fund development with a proven track record of success in raising funds particularly by securing major gifts, successful fundraising campaigns, and building a community of motivated supporters.

### Skills, Knowledge, and Abilities

- A passion for the value of and need to support Christian education.
- Strong communication skills including the ability to write and speak enthusiastically and persuasively about ACS.
- Knowledge of and adherence to ethical standards of the advancement/development profession.
- A working knowledge of development best practices, trends in independent Christian school education and development, fundraising tools and technology including donor databases, email and online campaigns, and donor research.
- Extreme tact and discretion, attention to detail, and a commitment to excellence.
- Extensive organizational and people skills with experience in working independently.
- Proficient with office, database, and donor tracking software.
- Ability to research and write grants.
- Maintains confidentiality.
- Works independently, efficiently, and is a self-starter.

### Duties and Responsibilities

- Strategic Planning and Management
  - o Draft and implement an aggressive fundraising plan with objectives, goals, methods, and a reasonable timeline.
  - o Work with the Administration in formulating annual goals at ACS to fund the development needs of the school.
  - o Develop and implement a comprehensive annual plan for the raising of funds through individuals, corporations, businesses, and foundations.
  - o Develop and maintain reports on the progress toward goals.
  - o Report regularly to the school administration.
- Developing Donor Constituencies
  - o Build relationships with a variety of constituencies. Identify and solicit donor prospects, prepare and present proposals to private donors, corporations, foundations, and other granting agencies.
  - o Develop and maintain an organized Alumni association to encourage their involvement in multiple school functions and activities, and to encourage giving.
  - o Acknowledge and track gifts, correspondence, and communication with donors.
  - o Plan and facilitate activities/occasions to initiate and maintain contact with present and prospective donors.
  - o Encourage and appropriately recognize donor philanthropy.
  - o Create, maintain, and update a prospect database of current and potential donors.
- Fundraising
  - o Develop and implement a comprehensive plan for the raising of funds through individuals, corporations, businesses, and foundations.
  - o Establish, develop, and grow an endowment fund on behalf of ACS.
  - o Establish and grow a Planned Giving program, and present Planned Giving vehicles to appropriate candidates.
  - o Research, write, and submit grant proposals from all appropriate grant-funding avenues.



#### Arthur Christian School – Job Description

- Seek out and implement all appropriate sources of fundraising.
- Solicit, recruit, and organize fundraising volunteers.
- Work collaboratively and creatively to appropriately integrate development opportunities into publications and collateral materials for cultivating and stewarding donors.



## Arthur Christian School Statement of Faith

We believe in:

1. The inspiration of the Bible, equal in all parts and without error in its origin. (Jeremiah 10:10, 2 Timothy 3:16, John 17:14)
2. The one God, eternally existent Father, Son, and Holy Spirit, who created man by a direct immediate act. (2 Corinthians 13:14, Genesis 1:27)
3. The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, Ascension to Heaven and the visible second coming of the Lord Jesus Christ. (John 17:5, Romans 8:3, John 1:14, Matthew 1:18-25, 2 Corinthians 5:21, Mark 4:35-41, Mark 9:14-29, John 9:1-41, John 6:1-14, 1 Peter 2:21-25, 1 Corinthians 15:3-4, Acts 1:9-12)
4. The fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and the bodily resurrection of all to life or damnation. (Genesis 3:1-24, Titus 3:5, John 5:24-25, Matthew 25:41)
5. The spiritual relationship of all believers in the Lord Jesus Christ living a life of righteous works, separated from the world, witnesses of His saving grace through the ministry of the Holy Spirit. (James 2:14-26, Romans 12:2, Titus 3:4-7)
6. The Church as a called body of believers-an "ekklesia"-picked out chosen, or called out of the world's system, and therefore of necessity, distinct and separate, from the State. (John 18:36, 1 Peter 2:9, 2 Corinthians 6:17)
7. The Sovereignty of God over both the Church and the State, assigning to each her own distinctive functions.
  - 7.1. The State "is the minister of God, a revenger to execute wrath upon him that doeth evil." Romans 13:4b. This is God's sovereign right reserved unto Himself, distinctly apart from the role of the Church. (Romans 12:19, Proverbs 21:1, Daniel 4:17, 25 & 32)
  - 7.2. The Church, by contrast is called to practice under any and all circumstances a way of love (Matthew 5:38-48) to which the State cannot attain. (2 Corinthians 10:3-4, 1 Peter 3:9, 2 Timothy 2:24)
8. Due respect, honor, prayer support to civil authorities at all times, and conscientious obedience to all laws that do not conflict with God's order for the Church. (1 Timothy 2:2)
9. God created mankind in His image: male (man) and female (woman), sexually different but with equal personal dignity. (Genesis 1:26-28, Romans 1:26-32, 1 Corinthians 6:9-11)
10. God created and ordered human sexuality to the permanent, exclusive, comprehensive, and conjugal "one flesh" union of man and woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. (Genesis 1:27, Genesis 2:24, Matthew 19:4-6, Mark 10:5-9, Romans 1:26-27, 1 Corinthians 6:9-11, Ephesians 5:25-27, Revelation 19:7-9, Revelation 21:2)

### Arthur Christian School Mission Statement

**"Empowering students to be  
a people of hope through  
Christian character  
development, discipleship  
and quality education**

### NOTICE OF NON-DISCRIMINATORY POLICY

We do not discriminate on the basis of sex, race, color, nationality or ethnic origin. We do reserve the right to deny admission or employment to any individual who cannot benefit from enrollment based on past academic achievement, or whose personal life is not in harmony with the stated philosophy and purpose of Arthur Christian School.



## Physical Requirements to Fulfill the Essential Functions of This Position

Director of Advancement

FREQUENCY OF REQUIRED USE/EXPOSURE

<b>WORKING ENVIRONMENT</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>
OUTDOOR DUTY	X		
• COLD (50 deg. F or lower)	X		
• HEAT (90 deg. F or higher)	X		
GASES/FUMES/DUST	X		
CHEMICALS/SOLVENTS	X		
NOISE	X		
HIGH STRESS	X		
INTERRUPTIONS	X		
NEED FOR FREQUENT RESTROOM BREAKS			
OVERTIME NECESSARY			
CLIMBING STAIRS	X		
CRAWLING			
STANDING		X	
SITTING		X	
WALKING		X	
RUNNING			
KNEELING			
BENDING	X		
REACHING OVER SHOULDER	X		
REACH CHALKBD HEIGHT	X		
PUSHING	X		
PULLING	X		
<b>MOVING HEAVY ITEMS</b>			
<b>LIFTING/LOWERING:</b>			
Up to 20 lbs	X		
Up to 50 lbs	X		
More than 50 lbs			
<b>LIFTING OVER SHOULDER:</b>			
Up to 20 lbs	X		
Up to 50 lbs			
More than 50 lbs			
<b>CARRYING:</b>			
Up to 20 lbs	X		
Up to 50 lbs	X		
More than 50 lbs			

<b>OPERATE MACHINERY</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>
TELEPHONE		X	
FAX		X	
COPIER		X	
COMPUTER		X	
PRINTER		X	
CALCULATOR	X		
OVERHEAD PROJECTOR	X		
AV EQUIPMENT	X		
OTHER (Please list)			
<b>OTHER REQUIREMENTS</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>
ON-TIME ARRIVAL			X
REGULAR ATTENDANCE			X
SUMMON EMERGENCY HELP	X		
APPLY CPR/FIRST AID	X		
LEAD FIELD TRIPS	X		
COMMUNICATE DATA	X		
PREPARE REPORTS	X		
VISUAL ACUITY: Near		X	
VISUAL ACUITY: Far		X	
COLOR DISCRIMINATION	X		
SPEAK CLEARLY		X	
HEAR CLEARLY		X	
MANUAL DEXTERITY	X		
EYE/HAND COORDINATION	X		
DRIVING	X		
FLYING	X		

Date job description last reviewed: 3/8/22

Reviewed by: Greg Mast



### Arthur Christian School Lifestyle Statement

Arthur Christian School expects all of its employees, as well as its volunteers who have unsupervised access to children, to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a ministry position, as an employee, or as a volunteer at this school, I, \_\_\_\_\_ (print name) recognize, understand, and agree to live by the Christian moral standards of the school.

Arthur Christian School is a religious, nonprofit organization representing Jesus Christ throughout the local community. Arthur Christian School requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9–10, 1 Tim. 4:12, Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

The Arthur Christian School Statement of Faith expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity and homosexual behavior or any other violation of the unique roles of male and female (Rom. 1:21–27, 1 Cor. 6:9–20). Arthur Christian School believes that biblical marriage is limited to a covenant relationship between a man and a woman.

Arthur Christian School employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of Arthur Christian School that each employee will have a lifestyle in which “He may have the preeminence” (Col. 1:18, NKJV).

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of Arthur Christian School.

Applicants Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

Administrator’s Signature *after* discussion with applicant/volunteer:

\_\_\_\_\_ Date: \_\_\_\_\_