



## DIRECTOR OF ADVANCEMENT

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

Job Title – Director of Advancement

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.



## Arthur Christian School – Job Description

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

To Apply: Please send a cover letter, resume, and references to [gmast@arthurchristian.org](mailto:gmast@arthurchristian.org).



## STATEMENT OF FAITH

We believe in:

**Mission Statement**  
**“Empowering students to be a people of hope through Christian character development, discipleship, and quality education programs.”**

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. Literal creation by the power of His word, as recorded in Genesis.
4. 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)
5. 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)
6. 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)
7. 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)
8. 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)
9. Due respect, honor, prayer, and 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)
10. God created mankind in His image: male (man) and female (woman), sexually different but with equal personal dignity and roles. (Genesis 1:26-28, Romans 1:26-32, 1 Corinthians 6:9-11)
11. 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)