



COLUMBIA COUNTY CHRISTIAN SCHOOL

123 Schoolhouse Road
570.784.2977

Bloomsburg, PA 17815
www.ccchristianschool.com



Service Above Self • Wisdom Above Scholarship • Character Above Career

Director of Development/Institutional Advancement
Columbia County Christian School - Bloomsburg, PA 17815

Columbia County Christian School (CCCS) is an interdenominational, parent owned school that offers a high quality Christian education for students from kindergarten through twelfth grade. We recognize the importance of helping parents develop their children into well rounded adults. Visit www.ccchristianschool.com for more information

Responsibilities:

- Reports to the Head of School
- Facilitate donation process for CCCS that Identifies, cultivates, solicits, and stewards donors to advance the mission of the school from within all of CCCS's constituencies including the Board of Directors, alumni, current parents, alumni parents, churches, foundations, businesses, and other friends and volunteers.
- Maintain a portfolio of businesses to solicit gifts for the Educational Improvement Tax Credit Program and the Opportunity Tax Credit Program.
- Ensure ongoing growth in public awareness of CCCS, its image and brand, and its services, and expand the capacity of the institution to achieve its strategic goals in enrollment, program funding, capital support, endowment, fund growth, community and public relations, and media attention.
- Ensure reauthorization applications for the EITC/OSTC programs are submitted in timely fashion. Ensure all existing tax credit sponsors renew and identify potential new sponsors. Work with Head of School to secure and distribute EITC funds
- Oversee Development and Outreach Committee / Build and work with existing network of volunteers to complete and delegate projects.
- Organize and oversee school fundraising efforts
- Write and secure grants for CCCS
- Develop and oversee a program to keep alumni and families of alumni informed of school events, projects, and plans
- Support and collaborate with board members and relevant board committees; assist in development and implementation of strategic planning.
- Stay up to date on fundraising best practices, tax laws and IRS rulings which affect charitable giving.

“For it is by grace you have been saved through faith – and this not from yourselves, it is the gift of God – not by works, so that no one can boast. For we are God’s workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do.”

Ephesians 2:8-10

Preferred Qualifications:

- Appreciation and passion for the mission of Columbia County Christian School.
- Visionary and strategic planning capabilities to be applied toward the development of an innovative advancement program and the leadership necessary to ensure its successful implementation.
- Demonstrate the ability to build, foster and maintain relationships with both internal and external constituencies including administrators, faculty, trustees, business leaders, volunteer leaders, students, donors and prospects.
- Strong communication skills to express, orally and in writing, our mission and fundraising goals with clarity, passion and persuasion.
- A high degree of integrity, confidentiality, strong work ethic and a willingness to quickly and continuously gain knowledge.
- Entrepreneurial spirit and ability to thrive, take initiative and actively seek to deepen current donor relationships and to forge new ones.
- Demonstrate ability to manage multiple and competing demands and to establish priorities and meet deadlines
- Document creation including plans, public relations materials, external communications, proposals, letters, grant budgets, presentations, and reports customized to each opportunity.
- Experience in marketing, development, operations, prospect research, proposal writing, budgeting, and presenting.
- Background in fundraising, with emphasis on donor solicitation, stewardship and grant writing.
- Computer literacy with some knowledge of database management and fundraising software.

This position is full-time, 12-month position with benefits package.

Salary range: \$25,000+ based on experience

Candidates interested in this position should send cover letter and resume to Mr. Dan Thompson, CCCS Head of School at dthompson@ccchristianschool.com