



Fort Myers, FL

**Mission Statement**

*Evangelical Christian School's mission is to provide students in preschool through grade twelve an excellent academic education in an environment that honors the Lord Jesus Christ and to challenge students to reach their highest potentials mentally, physically, socially, and spiritually.*

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**JOB DESCRIPTION  
DEVELOPMENT DIRECTOR**

**Job Title:** Director of Development  
**Department:** Advancement  
**FLSA Status:** Exempt  
**Employment Status:** Full-Time  
**Reports to:** Director of Advancement/Headmaster

**Purpose:**

This position is responsible for leading all annual fund development efforts at the school, including The Sentinel Fund, Business Partner Program, and establishing a growth strategy for the development program in these areas. Responsible for improving fundraising with particular emphasis on building a thriving culture of generosity within the parent, faculty, and staff constituencies, while at the same time expanding and nurturing the top end of the donor base. Provides leadership, direction, and accountability to all partners involved in fund development at ECS. Reports directly to Headmaster and is part of the senior administrative team.

**Essential Duties and Responsibilities for an Advancement Director include the following:**

- Develop and implement strategies to meet annual fundraising goals
- Identify, prioritize, develop, and solicit donor relationships, with an emphasis on new “top end” donors
- Manage relationships with prospective and existing donors in all aspects of the gift cycle, including identifying and initiating contact with potential donors; making solicitations when appropriate; and maintaining stewardship contacts with donors
- Draft and edit fundraising materials including but not limited to letters, emails, newsletters, proposals, and presentations
- Creation and implementation of a donor “thank you” system
- Required monthly donor reports to headmaster and development committee of the Board
- Oversee staff responsible for data entry and gift processing
- Management of the donor database
- Direct and approve annual development communications including annual appeals
- Oversee alumni relations



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- Responsible for identifying and training volunteers to assist with development
- Manage Business Partner Program, solicit sponsorships, oversee advertising implementation
- Work with senior administration identify annual Sentinel Fund case for support and goals

#### **Job Requirements:**

##### *Education and Training Requirements*

- Personal faith in Jesus Christ and a commitment to the mission of Evangelical Christian School
- Active in a local church
- Bachelor's degree in business, marketing, non-profit management or similar preferred
- Five years fundraising or equivalent experience
- Experience in planned/estate giving and charitable giving devices preferred
- Excellent communication skills, written and verbal
- Public relations, prospecting, business development and negotiation skills
- Ability to interact not only at the executive level but also with all levels of constituents
- Outstanding work ethic, self-directed, motivated, and a life-long learner
- Ability to work independently and prioritize
- Strong organizational skills
- Must abide by ECS' employee handbook

##### *Technical Requirements*

Must possess the ability to read, write, speak, and respond effectively to situations.  
Must have computer experience and be willing to learn FACTS, Internet, and Email.  
Must be willing to keep up with the changes that are involved with today's technology.  
Must demonstrate excellent skills to verbalize policies and procedures.  
Must possess a valid Florida driver's license and provide proof of insurance.

##### *Physical Requirements*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.  
This is a role that requires standing and/or walking for most of the school day.

##### *Schedule*



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This position is a full-time, salaried, exempt, At Will position and the Development Director is to work a 12-month schedule, minimum of 40 hours per week, based on a full calendar year. Most of the hours of work are required 7:45 am to 4:15 pm, Monday through Friday, but must be flexible to stay late and arrive early or work weekends during peak times or special events.

I understand this Job Description and will fulfill the job at an At Will Status.

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Employee

Date