

Function and Scope

Prayerfully assist parents in providing a Christ-centered education that values exceptional academics, strong moral character, and service to others to fulfill God's potential in each of their lives through the delivery of school advancement and development services that will contribute retaining and recruiting students, increasing support in order to increase the students' development as mature, able, and responsible Christian men and women to the praise and glory of God. The Director of Advancement and Community Engagement (DA) is a member of the Foothills Community Christian School ("FCCS") administrative team. The DA is responsible for leading FCCS's advancement program as directed by the FCCS Board of Directors ("the Board").

Reporting Relationships

Reports directly to the FCCS Board of Directors

Personal Qualifications

The Director of Advancement and Community Engagement (DA) shall be one who has received Jesus Christ as Savior and Lord. The DA shall be a member in good standing of an evangelical, Bible believing church and shall lead a mature Christian life. The DA shall be a person with spiritual, institutional advancement and leadership abilities that will allow the DA to extend the mission of FCCS. The Director of Advancement and Community Engagement shall reflect the purpose of the school to honor Christ in every class and in every activity. The DA shall relate positively to adults and children. The DA shall communicate effectively in oral and written form. The DA shall be knowledgeable about general information about FCCS and the admissions process. The DA shall be able to work cooperatively.

Professional Qualifications

Education: Bachelor's Degree Preferred in related field

Experience: 3 years experience Preferred

Supervisory responsibilities

Advancement Assistant

Volunteers

Students

Spiritual

1. Seek to be a role model in speech, actions, and attitude, a consistent daily walk with Jesus Christ

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2. Set example of the importance of prayer, church membership, scripture memorization and study, witnessing, and unity in Christian fellowship
3. Be regular in attendance at local church
4. Be active in ministry role at local church when possible
5. Implement biblical principles as they relate to the spiritual well-being of students, parents, and staff
6. Follow the Matthew 18 principle in dealing with students, parents, administration, staff, and Board
7. Show support for the role of parents as primarily responsible before God for their child's education and assists them in the task
8. Share faith regularly with students and encourages students to accept God's gift of salvation and grow in their faith
9. Emphasize to students, staff, and families the reality of their worth in Christ
10. Be punctual, regular, and an active participant in devotions

Professional

1. Utilize educational opportunities and evaluation processes for professional growth
2. Seek the counsel of the administrators, colleagues, and be teachable
3. Provide input and recommendations for administrative and managerial functions in the school
4. Follow established school policies, procedures and guidelines in a spirit of positive cooperation
5. Attend and participate in scheduled devotional, committee, faculty, and volunteer organization meetings
6. Know the procedures for dealing with issues of an emergency nature
7. Contribute to the general improvement and advancement of the school

Personal

1. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality

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2. Meet everyday stress with emotional stability, objectivity, and optimism
3. Exercise friendliness and consideration, treating each student and staff member impartially
4. Submit respectfully and be loyal to constituted authority
5. Maintain a personal appearance that is a role model of cleanliness, modesty, and good taste
6. Use acceptable English in written and oral communication (Speak with clear articulation)
7. Develop and maintain rapport with donors, students, parents, and staff to promote a positive learning environment
8. Recognize the need for good public relations
9. Represent the school in a favorable and professional manner to the constituency and general public
10. Demonstrate an appreciation and understanding of the uniqueness of the local community

Attitudinal

1. Maintain a positive mental attitude
2. Be conscientious about your school ministry
3. Relate well with peers
4. Relate well with administration and board
5. Relate well with parents and guardians
6. Relate well with students
7. Be teachable
8. Support other Administrators
9. See your position as a ministry calling, not just a job
10. Be courteous

Innovation

1. Seek and identify new or innovative ways of meeting the School Advancement needs
2. Implement new projects and initiatives as needed
3. Initiate and maintain regular communication with donors, community, families and administration
4. Show initiative in leading

Leadership

1. Be a positive influence in the with the donors, community, families, staff, students, and administration
2. Make a priority of assisting and sharing ideas with administration and staff
3. Be able to enlist and empower volunteers
4. Be able to develop disciples
5. Show good judgment and decision making

Quality

1. Support and advance the ministry of the School in cooperation with the board and Head of School
2. Be efficient
3. Be accurate
4. Be appropriate
5. Be effective
6. Be confidential and trustworthy

Administration

1. Organize well
2. Prioritize tasks

3. Plan and strategize for the future and sustainability of the school and its ministry

I. MAJOR ROLES AND RESPONSIBILITIES

a. Partner with school leadership to foster volunteer and philanthropic involvement within the 5 points of engagement.

- i. **Donor Relations** – Serve as a donor relations professional charged with inspiring, committing, stewarding, and renewing purposeful relationships with benefactors who seek to support FCCS through financial means. This includes annual-gifts, principal-gifts, and planned-gifts.
- ii. **Volunteer Relations** – Serve as a volunteer relations professional charged with activating, managing, and nurturing productive relationships with volunteers who seek to support FCCS through non-financial means.
- iii. **Parent (Current & Prospective) Relations**– Serve as a liaison between FCCS and the parents regarding opportunities for collaboration, volunteerism, giving opportunities and cultivate meaningful relationships that will last beyond their child's graduation date. Also seek to recruit new families to Foothills through direct and indirect engagement.
- iv. **Partner Relations** – Serve as a communications professional charged with engaging and consistently informing students, parents, alumni, friends, churches, businesses, schools and other constituents who have a meaningful relationship with FCCS.
- v. **Champion Relations**–Promote and enhance the public image of FCCS to those who have a stake in its success, including community members, business leaders, government officials, the press and others.

b. Job Function Priorities

- i. Engaging donors and donor-prospects
 1. Track, receipt and steward these relationships and seek ways to expand the donor base for the organization
- ii. Develop and execute comprehensive messaging and organizational marketing that inspires and encourages giving and involvement.
Oversee and execute constituent communication to ensure thorough and missional focused messaging as appropriate to each of the 5 points of engagement.
- iii. Recruiting, engaging, and managing volunteers and partners
- iv. Developing, updating, and reporting on annual and multi-year advancement activities and initiatives and annually reviewing progress and future initiatives.
- v. Seeking opportunities, and enlisting help of others, for engagement within the greater Great Falls community including service and partnership opportunities.
- vi. Oversee the LEARN Scholarship program including securing of donor funds and review, disbursement and follow-up with award recipients.

- vii. Collaborate with the board and HOS to review and prioritize the organizational budget to align resource availability and allocation with strategic plan priorities. Collaborate with the board and HOS to identify strategic priorities and initiatives including the organizations strategic plan (continuous school improvement plan) to align with ASCI standards.

II. SPECIFIC DUTIES AND RESPONSIBILITIES

a. Donor Relations

- i. Works with appropriate Board leadership and FCCS administration to develop strategies to initiate and meet ambitious yet achievable fundraising goals.
- ii. Develops and implements strategies and activities that engage donors and donor prospects through fundraising campaigns, events, and special projects approved by the Board.
- iii. Manages and maintains the donor database and records, including general contact information, giving records, and contact reports related to meetings, calls, and correspondence with individual donors.
- iv. Incorporate best practices within the advancement office.
- v. Manages donorpledges and agreements, and acknowledgement programs, properly tracks and accounts for pledges and gifts, and tracks and maintains giving to ensure compliance with donor gift restrictions and legal requirements.
- vi. Coordinates, collaborates with, and supports professionals and volunteers who are engaged in major-gift, principle-gift, and planned-gift activities which support FCCS. This includes oversight and coordination of all fundraising groups such as PTF and athletic boosters

b. Volunteer Relations

- i. Works with appropriate Board leadership and FCCS administration to develop and implement strategies to activate, manage, effectively and efficiently utilize and appreciate volunteers and partners.
- ii. Recruits, trains, and manages a diverse group of volunteers in support of appropriate campaigns, events, and priority projects.
- iii. Oversees management and maintenance of the volunteers as appropriate, including general contact information, volunteer agreements, training records, and notes related to volunteer activity and performance.

c. Public Relations, Communication, Marketing, and Events

- i. Works closely with appropriate FCCS board and administrators to develop and implement strategies to promote FCCS's mission to both the internal constituencies and the community at large.
- ii. Designs and oversees image and branding, content and distribution of all major publications, including newsletters, annual reports,

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FCCS's website, Foothills App, social media. Manages and works with internal and external designers and printers to promote FCCS's fund and friend raising goals and activities.

- iii. Plans, oversees and implements public and private events to advance FCCS's mission and achieve measurable outcomes, as approved by the Board.
- iv. Manages and maintains the constituent database and records, including the accurate and timely input and update of general contact information, constituent research, communication logs, and notes related to responses and engagement.
- v. Works closely with the board and administration to ensure timely, consistent and informative communication to all 5 points of engagement.

d. Management Responsibilities

- i. Provides recurring progress reports related to the deliverables and measurable outcomes articulated within the FCCS Strategic Plan inclusive of the ACSI Continuous School Improvement Plan (CSIP) or Accreditation Actions.
- ii. Collaborates with the board and administrators to plan, document and track the FCCS Strategic Plan inclusive of the ACSI Continuous School Improvement Plan (CSIP) or Accreditation Actions.
 - 1. Establishes an annual inclusive of fundraising activities, events, and marketing campaigns
- iii. Properly and effectively supervises personnel and volunteers who have accepted delegated assignments of the duties and responsibilities set forth above or which relate to them and accepts responsibility for the resulting deliverables and outcomes.
- iv. Affects and maintains a professional, proactive, positive, highly collaborative, and performance-centric work environment at all times. Oversight of advancement and communications related technology and programs and evaluation of their utilization and effectiveness.

e. Recruitment Responsibilities

- i. Serve as the initial contact for student and family inquiries including tours and recruitment events.
- ii. Actively communicate with and assist prospects from inquiry to application.

III. MEASURES OF SUCCESS

The Coordinator will work collaboratively to define and articulate a comprehensive set of measurable outcomes ("Measures of Success") that will best illustrate, measure and track progress respective to the duties and responsibilities set forth above.

- a. Prepare, update, and submit a monthly status or dashboard report ("Advancement Dashboard") for review by the Head of School and the Board as well as a fiscal year end comparison
- b. Target 3-5 monthly donor engagement conversation (face-to-face preferred)

Provide comparison updates of recruitment numbers for new families

POSITION DURATION

Annual: July 1 – June 30

WORK SCHEDULE – FULL TIME

- Work days in compliance with school calendar, with all school holidays off as set forth in the contract
- Daily hours – Full-time position and will primarily align with regular school hours but will also require some evening and weekend activities.
- Attendance and participation, when appropriate, in extra-curricular activities
- Attendance at appropriate administrative and parent meetings

IRS EMPLOYEE CLASSIFICATION

Contract employee

Exempt employee

Salary employee

FCCS BENEFIT CLASSIFICATION

Full Time Certified/Licensed

FCCS PHYSICAL REQUIREMENTS

FREQUENCY OF REQUIRED EXPOSURE/USE	OCCASIONAL	FREQUENT	DAILY
ON-TIME ARRIVAL			X
REGULAR ATTENDANCE			X
SUMMON EMERGENCY	X		
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			X
COORDINATION			X
DRIVING		X	
<i>FLYING – N/A</i>			

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FREQUENCY OF REQUIRED EXPOSURE/USE	OCCASIONAL	FREQUENT	DAILY
TELEPHONE			X
FAX	X		
COPIER			X
LAMINATOR		X	
COMPUTER			X
PRINTER			X
CALCULATOR	X		
OVERHEAD PROJECTOR	X		
AV EQUIPMENT	X		
OTHER (Please list)			

FREQUENCY OF REQUIRED EXPOSURE/USE	OCCASIONAL	FREQUENT	DAILY
LIFTING/LOWERING:			
Up to 20 lbs		X	
Up to 50 lbs	X		
More than 50 lbs	RARELY		
LIFTING OVER SHOULDER:			
Up to 20 lbs	X		
Up to 50 lbs	RARELY		
More than 50 lbs	RARELY		
CARRYING:			
Up to 20 lbs		X	
Up to 50 lbs	RARELY		
More than 50 lbs	RARELY		

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FREQUENCY OF REQUIRED EXPOSURE/USE	OCCASIONAL	FREQUENT	DAILY
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		X	
OVERTIME NECESSARY			X
CLIMBING STAIRS		X	
CRAWLING	X		
STANDING			X
SITTING			X
WALKING			X
RUNNING	X		
KNEELING	X		
BENDING			X
REACHING OVER SHOULDER			X
REACH MARKER BOARD HEIGHT			X
PUSHING			X
PULLING			X