



MARANATHA HIGH SCHOOL

A COLLEGE PREPARATORY CHRISTIAN SCHOOL

Maranatha High School Director of Advancement

July 2021

Are you an experienced fundraiser who would like to work in a faith-based educational environment? Would you like to support the life-transforming mission of a top rated Christian High School that was established over 50 years ago?

Maranatha is a Christ-centered, conservative, evangelical college preparatory school located on a beautiful campus in Pasadena, California. As a member of the school's leadership team, the Director of Advancement will be responsible for promoting the grateful giving of time, talents and resources to enable the school to maintain affordability and quality by supplementing tuition fees with charitable giving.

The ideal candidate will be a Christian who believes and embraces the school's Statement of Faith. This individual will manage and supervise a small staff to plan and implement all fundraising activities in order to meet or exceed the school's fundraising goals. The Director of Advancement will be responsible for the strategic use of technology, systems, processes and resources (including volunteers) to enhance donor giving.

In addition to representing Maranatha's core values of Faith, Scholarship, Community and Service, Maranatha's next Director of Advancement will demonstrate excellent communication and interpersonal skills, flexibility to adjust to changes and delays, keen attention to detail, strong computer literacy, and the ability to work independently as well as collaboratively.

Accountability and Relationships

- Full-time exempt position
- Reports to: Head of School
- Supervises: one position (Development and Database Coordinator) and any future advancement positions
- Relates closely with: Head of School, Board of Trustees (Advancement Committee) and Director of Marketing

- Interacts with: Students, faculty, administration, parents, alumni, other schools and the community.
- Evaluation: Performance evaluations will be conducted at least annually by the Head of School

Essential Responsibilities and Duties

Ethics and Personal Standards

- Exhibit personal and professional support of the School's Statement of Faith
- Be fully committed to Maranatha's mission of providing a quality college preparatory education in an intentional Christ-honoring community of faith, belief and practice
- Manifest by precept and example the highest Christian virtues, values and personal decorum to serve as a Christian role model at all times
- Respect confidentiality of all personal and organizational information
- Adhere to Maranatha policies, procedures, and guidelines; as well as applicable industry and employment regulations

Advancement Department Operations

- Create and implement a department operational plan with timeline and calendar of activities.
- Manage and directly supervise current and future advancement staff, including short-term or temporary data entry clerks as needed.
- Plan and coordinate implementation of all annual and capital campaign fundraising efforts.
- Evaluate events and prioritize development department activities to support fundraising.
- Supervise alumni cultivation and solicitation.
- Write grant proposals.
- Write content for fundraising materials.
- Ensure Maranatha has appropriate fundraising policies and procedures in place.
- Generate reports, projections, analytics and summaries of development activities.
- Meet or exceed an annual fundraising goal of \$1 million.

Liase with Board Members & Community

- Staff monthly Advancement Committee meetings
- Support Head of School and Board Chair with Board recruitment
- Coordinate monthly President's Circle (volunteer leaders) meetings
- Participate on committees and panels as appropriate
- Develop and maintain an excellent working relationship with other organizations, ensuring the school is well received and presented professionally and positively

Position Requirements

- Education and/or Experience: High School Diploma or GED required; Bachelor's Degree strongly preferred; five to seven years of experience in Advancement or related field/business functions; or the equivalent combination of education and experience. High relationship management skills.
- Computer Skills: Strong computer literacy, with an emphasis on Microsoft Office applications, including Word and Excel. Experience with Blackbaud's Raiser's Edge or similar Customer Relationship Management CRM software for development preferred.

Salary Range

\$90,000 - \$110,000 depending on experience.

How to Apply

Interested candidates should visit <https://www.maranathahighschool.org/about/employment> to complete online application submit a cover letter and resume.