JOB TITLE: Development Associate – Donor Relations  
Pay: Part-Time (potentially full-time), Non-Exempt

OVERVIEW  
Linfield Christian Schools seeks a dynamic individual ready to join a fantastic, growing Team at an exciting time in its history. Enrollment and Philanthropic giving are both at record levels, and our PreK-12th grade school is poised for further success and impact.

GENERAL SUMMARY  
Reports to the Director of Development (Director) and works to engage and build relationships with Donor prospects including current parents, alumni parents, grandparents, alumni, and friends.

JOB DESCRIPTION  
The employee is responsible for actively identifying, engaging, cultivating, soliciting, and stewarding Donor prospects (the “Donor Cycle”), utilizing the “Moves Management” process. The employee must be positive, energetic, organized, a self-starter, a Team player, and believe fervently both in Linfield’s Mission and in building a culture of philanthropy at Linfield Christian School.

DUTIES INCLUDE

Relationship Building
- Understand and implement the “Moves Management” process and the “Donor Cycle” to foster and build relationships with Linfield families and friends
- Connect with families/Donor prospects at Linfield Development-centric and other school events
- Contact new families and Donor prospects to set up face to face visits
- Interact and meet with Donors to solicit gifts

Events
- Support and attend all Development events, including set up & tear down (Annual Giving kick off & Phone-a-Thon, Back to School Nights, Auction, Christmas Celebration, etc.)
- Help solicit and secure Live and Online Auction items

Communication
- Have excellent written and verbal communication skills
- Maintain frequent communication with the Director
- Maintain confidentiality in handling private financial and personal information

Organization/Implementation
- Track Donor Prospect visits and notes in our Raiser’s Edge database
- Work effectively and efficiently under occasionally demanding situations, meeting deadlines and being adaptable to change

Technical Skills
- Knowledge and experience with Microsoft Office Suite and Google
- Have a working knowledge of Raiser’s Edge Donor management software or a similar product
Salary
Negotiable, commensurate with experience

To Apply, visit www.linfield.com/about/employment
For more information contact Ari Petersen at apetersen@linfield.com