

*Stand firm, then, my dear fellow Christians, and let nothing move you. Always do more and more work for the Lord, since you know that in the Lord your hard work is not wasted.*

I Corinthians 15:58

## **POSITION DESCRIPTION**

**Position Title:** Development Director

### **Principal Function:**

The Development Director will contribute to the improvement and growth of Saint Paul Lutheran High School by managing all resource development, collaborating with recruitment and alumni activities, and assisting with coordinating communication.

### **Relationships:**

- a. In policy and management, the Development Director creates an annual Development budget and reports said budget to the Advancement Supervisor. He/she also collaborates with the Advancement Supervisor in regards to student scholarships and recruitment, works with alumni and public relation activities, and reports to the Executive Director for all responsibilities dealing directly with the ministry plan.
- b. With faculty and staff, the Supervisor supports, encourages, informs, and seeks to create opportunities for all personnel to be involved in development.
- c. In professional practice, the Development Director performs the duties of the office in accordance with God's word and the Lutheran Confessions, maintains the highest level of integrity, and leads a holy life.
- d. In availability, the Development Director will demonstrate a willingness to serve as circumstances and opportunity necessitate.

### **Responsibilities:**

- a. Support and promote the mission of Saint Paul Lutheran High School.
- b. Coordinate with the Advancement Supervisor to work on the strategic plan for development that is measurable and that can be reported on a regular basis to the Executive Director.
- c. Become familiar with all forms of financial aid available to students & prospective students.
- d. Establish the amount of financial aid which will be granted to students through institutional funds and other sources of financial aid and inform families the amount of aid assigned.
- e. Coordinate with the Business Office to assign on-campus work programs for students.
- f. Prepare an annual report containing a list of students and the amount of financial aid granted.
- g. Develop comprehensive strategies to expand the donor base, increase annual giving, and build relationships with allied professionals in the areas of deferred giving and charitable gift planning.
- h. Prepare realistic income projections from sources other than student fees.

- i. Maintain the integrity and accuracy of donor files, cash received as well as projected future receipts through irrevocable trust, wills, and other instruments of estate planning.
- j. Manage the composition of all grant proposals.
- k. Represent the Executive Director when appropriate or necessary.
- l. Oversee special events pertaining to resource development.

### **Qualifications:**

1. A member in good standing of The Lutheran Church – Missouri Synod.
2. Clear understanding of the mission and ministry of the SPLHS.
3. Enthusiastic about and strongly supportive of Christ-centered education.
4. BA/BS or equivalent.
5. Successful training and/or experience in resource management, Christian stewardship, resource development, and public relations.
6. Good leadership and communication skills.
7. Self-motivated.
8. Willing to travel.
9. Ability to develop and coordinate group activities and events.
10. Visionary
11. Comfortable working with a management/planning team.

*God will give you everything you need according to His riches, in His glory, and in Christ Jesus.  
To our God and Father be glory forever and ever. Amen*

Philippians 4:19-20