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# GLORIA DEO ACADEMY

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**Job Title:** Director of Development

**Reports to:** Head of School

**Location:** Gloria Deo Academy, 3146 S. Golden Ave., Springfield, MO 65807

**Job Overview:**

The Director of Development is responsible for planning, organizing, and directing all of Gloria Deo Academy's fundraising efforts. This includes annual fund drives, planned giving, business sponsorships, special events, capital campaigns, and the cultivation of relationships between families, the community, and the school. The Director will focus on fundraising events, campaigns, and initiatives aimed at promoting financial support for the school, while also developing a culture of giving among GDA families. This position is pivotal in ensuring the school has a strong financial foundation that goes beyond tuition to support its mission and growth.

**Key Responsibilities:**

- **Fundraising Leadership:** Plan and direct all fundraising activities, including the Annual Fund, special events related to fundraising, and capital campaigns.
- **Donor Management:** Maintain accurate donor records, manage all gift processing, and provide timely acknowledgments and tax receipts.
- **Campaigns and Annual Giving:** Educate GDA families & community about the importance of regular giving beyond tuition, emphasizing the need for additional campaigns to provide the school with a strong, sustainable financial foundation.
- **Relationship Building:** Foster and nurture relationships with families, alumni, and community members to strengthen school engagement and support.
- **Donor Software Management:** Maintain a physical binder for giving and campaign records. Keep spreadsheets tracking thank-yous and their entry into donor software.
- **Business Sponsorship Program:** Maintain and grow the business sponsor program, ensuring that all sponsorship benefits are fulfilled by coordinating with the communications team. This role comes with the responsibility of identifying and implementing growth initiatives aimed at both internal and external business development. Key focus will be on creating and executing strategies that foster sustainable growth, strengthen operational capabilities, and explore new market opportunities.

- **Fundraising Events:** Plan and execute fundraising events, overseeing all details and objectives of the events.
- **Volunteer Development:** Develop and lead a team of volunteers to support the development office's objectives.
- **Reporting:** Keep the Head of School and the Board of Directors informed on a regular basis regarding fundraising activities and progress.
- **Alumni Engagement:** Develop strategies to increase alumni involvement and support for GDA initiatives.
- **Retention Strategy:** Work on improving family and alumni engagement through events and communications, contributing to school retention goals.
- **Create and Grow Endowment Fund.**

#### **Required Qualifications:**

- Must be a believer in Jesus Christ and live a life that reflects Biblical morals and integrity
- Proven experience in fundraising and development within an educational or nonprofit environment
- Strong organizational skills and attention to detail
- Familiarity with donor management software
- Strong interpersonal relationship skills
- Ability to lead and inspire volunteers and staff

#### **Key Goals:**

- Enhance the culture of giving at GDA by educating families on the need for regular, above-tuition financial contributions to ensure the long-term success of the school.
- Increase family participation in annual and special giving campaigns.
- Strengthen relationships within the school community through development-focused initiatives.