

New Saint Andrews College

Position Description

Title:	Director of Advancement and Development
Office:	Advancement and Development
Employment Status:	Full Time
Reports to:	Director of Advancement and Development
Supervises:	Alumni Relations, Volunteers, and occasional hourly employees

Summary: The Director of Advancement and Development leads the college's fundraising efforts. General fundraising work will include the coordination of campaigns and events, as well as donor development, ongoing communication within the donor network, and grant-writing.

Essential Duties:

1. **Execute the College's annual fundraising objectives by...**
 - Researching available fundraising opportunities that suit the College's program needs
 - Establishing strategy for events and initiatives that will expand and strengthen the College's donor base
 - Establishing communications with existing donors and organizations as well as potential donors and organizations that are strategic to the College's mission and vision
 - Preparing written fundraising materials
 - Keeping careful records of donors and donor communication
 - Providing timely updates to donors on the status of any and all campaigns and fundraising programs
 - Oversee grant-writing

Minimum Qualifications:

- Experience in fundraising, sales or customer service-related fields
- Energetic self-starter, organized, able to communicate well and work with and through others
- Competent copy writer
- Computer literate, experienced with social networking, e-mail, information systems and Microsoft Office
- Member in good standing of an orthodox, evangelical Christian church
- A strong commitment to the College's very unique distinctives
- Ability to work closely with the President

Preferred Qualifications:

- Two or more years of fundraising or sales experience
- A graduate of New Saint Andrews College



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