



## HOLY TRINITY CLASSICAL CHRISTIAN SCHOOL

### Director of Development

**INSTITUTION DESCRIPTION** Founded in 2012, Holy Trinity Classical Christian School (HTCCS) provides students with a distinctly Christian and classical education in the breathtaking historic coastal town of Beaufort, SC. HTCCS serves over 330 students from over a dozen churches in the Beaufort community. HTCCS will graduate its first senior class in the spring of 2020 and expects to reach its enrollment cap of 450 – 500 in five years. Academic instruction at HTCCS is rigorous, affording teachers and staff members the opportunity to engage with high-achieving students in a Christian environment. Parent and community support are strong as evidenced by exceptionally low attrition and successful fundraising early in the institution's history. For more information about the academic excellence offered at Holy Trinity, please see [www.htccs.org](http://www.htccs.org).

**OVERVIEW:** The Director of Development is responsible for the overall development/stewardship strategy for both the annual funding needs, including the Faith Based Tuition and Financial Aid programs, and the long-term capital expansion needs. Faith Based Tuition and Financial Aid will be part of the regular annual funding responsibilities that keeps Holy Trinity education available to all.

#### **REPORTING:**

The Director of Development works closely with the Board of Trustees' Advancement and External Affairs Committee who monitors the development plan but reports directly to the Headmaster or the Chief Operating Officer (decided by the Headmaster).

#### **RESPONSIBILITIES of the Director of Development**

1. Serve as Holy Trinity's chief development officer.
2. Initiate, coordinate, facilitate and sustain communication with current, past and prospective donors.
3. Coordinate and design with the Headmaster, Board of Trustees and Director of Communication the overall development messaging for the organization.
4. Coordinate with the Headmaster major donor calls and relationships.
5. Develop a comprehensive development strategy in conjunction with Holy Trinity's Advancement Committee. Such strategy will coordinate the efforts of

- staff, faculty, students, alumni, Board of Trustees and Board of Governors in fundraising initiatives.
6. Increase fundraising through capital, comprehensive, and annual campaigns, scholarship and program endowment, major gifts, planned gifts, future alumni cultivation, and grants.
  7. Increase the awareness of Holy Trinity through excellent networking, community outreach, and programming.
  8. Provide strategic guidance to all development related initiatives, including donor relations and stewardship, grants, community outreach, corporate development, and future alumni.
  9. Serve as an effective and visible member of the Advancement Committee as required, by attending meetings and school events, and through community service.
  10. Work closely with the Director of Communication to effectively promote the institution to the donor and business communities.
  11. Lead/Manage development associate(s) in his/her role and responsibilities.
  12. Mobilize Holy Trinity stakeholders, especially Board of Governors and Trustees to participate in the advancement of the organization.
  13. Able to access all constituent data in the Raiser Edge database and utilize all reporting features to stay abreast of donor activity and opportunity, ensuring Raiser's Edge is maintained and updated at all times.
  14. Carry out other duties as assigned by the Headmaster.

#### **QUALIFICATIONS of ideal candidates:**

1. A Bachelor's degree.
2. 5-7 years' experience as a Development/Advancement Representative.
3. A proven track record of relationship building and/or superb customer service/public relations.
4. A minimum of 5 years of experience in a nonprofit or fundraising environment or like experience.

#### **EXPERIENCE, KNOWLEDGE, DISPOSITIONS, AND ABILITIES of ideal candidates:**

1. Demonstrated commitment to the mission of Holy Trinity to be distinctly classical and distinctively Christian
2. A results orientation that has been demonstrated through prior workplace projects.
3. Strategic planning skills and competencies in advancement planning, stakeholder cultivation, as well as personnel management.
4. Knowledge of, or willingness to learn, best practices in advancement specific to Holy Trinity and the ability to apply them in innovative ways.
5. An understanding of emerging avenues for securing donor support, including use of social media to drive fundraising results.
6. Ability to coordinate fundraising roles and activities, with particular emphasis on the fundraising activities of the Headmaster.
7. Experience with grant-seeking and/or writing.

8. Experience with business development and/or corporate sponsors.
9. Experience with community outreach functions of non-profits.
10. Experience managing a budget.
11. Knowledge of, or the legal aspects of fundraising and obligations to donors.
12. Understanding of current best practices in integrated marketing and communications.
13. Excellent interpersonal, oral and written communication skills.
14. Ability to work strategically and collaboratively as a member of the Holy Trinity staff.
15. Commitment to be present for special events on evenings and weekends when necessary.
16. Demonstrated ability to lead, coach, and develop staff and volunteers.
17. A self-starting personality that is demonstrated by enthusiasm, drive, motivational ability, and a passion for relationship building and fundraising.
18. Ability to understand the needs of Holy Trinity and its stakeholders, including the Board of Trustees, Board of Governors, staff, students, alumni, community partners, and other important constituents.
19. Highly skilled and adept at working with constituents that span the spectrum of economic ability.

**Time Distribution:**

70% Calling, meeting and challenging the hearts of individual constituents.

20% Strategizing and developing a comprehensive development plan

5% Coordinating and facilitating HTCCS events through staff and volunteers

5% Coordinating and facilitating other development activities through staff and volunteers

**APPLY:** For consideration, applicants should submit their resume and cover letter to [HTcommunication@HTCCS.org](mailto:HTcommunication@HTCCS.org).

Annual compensation: Compensation packages range from \$55,000 - \$75,000 depending on experience and health insurance needs.