



2200 Williams Blvd. Richland, WA 99354 ~ 509-946-0602

Do you desire to make an impact for Christ, a Child, a Family, and a Community?

Liberty Christian School is the Tri-Cities leader in Christian education and has been impacting our families and community for Christ for over three decades. Our mission is to provide a biblically based education, marked by academic excellence, within a Christ-centered and nurturing atmosphere. Liberty Christian School students are encouraged to develop a personal relationship with Jesus Christ and live committed Christian lives.

Liberty Christian School is actively seeking a Development Director that will bring creative ingenuity to the overall representation of the K-12 school. The ideal candidate will have responsibility in planning and leading fundraising activities that will contribute to meeting the financial objectives of LCS, will align with the overall vision for LCS, and will positively impact LCS's representation in the community. This position is well-suited for those who strive to make a difference and are willing to go the extra mile to play a vital role in enhancing the quality of education for our students.

This position reports to the Superintendent.

POSITION OVERVIEW

The primary responsibilities of the Development Director are donor cultivation and solicitation, and managing development activities and events. The Development Director shall:

- Seek to champion the vision and direction of LCS to current and prospective donors, families, and other stakeholders, in collaboration and partnership with the board of directors and Superintendent.
- Cultivate and sustain positive relationships with donors, LCS families, teachers and administrative staff, and community at large.
- Establish development goals and objectives which support the strategic plan for LCS.
- Identify and focus on improvement opportunities within development
- Develop and maintain a rolling one-year written plan that integrates all fundraising activities at LCS.
- Possess strong written and verbal communication skills that bring clarity to complex information.
- Ensure accurate and timely receipting of all donations.
- Actively seek/foresee newsworthy stories, press releases, and communicate those to the media.
- Lead recruiting activities and in advertising the school to all constituents.

PREFERRED QUALIFICATIONS

- Strong writing, speaking, and interpersonal skills.
- Effective computer skills.
- Strong organizational skill and an ability to prioritize and multitask.
- Diplomacy and team building focus in working with staff, board of directors, volunteers, and the public.

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