

**Liberty Christian School
Development and Marketing Coordinator
Job Description**

General Description

Job Summary: The Development and Marketing Coordinator will oversee fundraising events and donor development, as well as associated database and communication related to the Annual Patriot Fund. Responsibilities also include working with the Superintendent and Admissions Coordinator on marketing Liberty Christian School in the Tri-Cities and surrounding communities. This person shall be a person of spiritual maturity and shall reflect the purpose of the school, honoring Christ at all times.

Hired by: Superintendent

Responsible to: Superintendent

Supervises: Volunteers, vendors and business contacts associated with development events

Type of Position: Full-time non-exempt, hourly; flex hours dependent on development event and school calendars. Potential for expansion of responsibilities/duties and exempt classification.

Typical hours scheduled 7:30am-3:30pm. Additional hours are needed during Development events as needed; fewer hours are needed certain times of the year, including summer break.

Required Spiritual Qualities

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Believe and actively support the school's Declaration of Faith and Doctrinal Statement (attached).
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct.
- Evidence the fruit of the Spirit in dealing with people.
- Actively participate in a local Bible-believing church.

Required Professional Qualities

- Possess evidence of adequate preparation, background, or experience as determined by the Superintendent. (2 years' development/marketing experience preferred)
- Bachelor's Degree in Marketing/Development or related field preferred, but not required.
- Have knowledge and understanding of the development and marketing sides of nonprofit organizations and have the organizational skills and ability to work with people, projects, and resources.
- Demonstrate proficiency in computer literacy, including word processing, marketing software, Microsoft business applications, spreadsheets, emailing, and managing databases.
- Have the ability to interact effectively with peers and supervisors; possess humility and a willingness to be a team player.
- Develop and maintain rapport with students, parents, staff, donors, and the community at large by treating others with courtesy, patience, friendliness, dignity, and respect.

Required Personal Qualities

- Sign and live by the school's Lifestyle Statement (attached) as a condition for employment and continued employment in this ministry.
- Possess the necessary customer service and public relations skills to market the school to potential families and the general public.
- Have knowledge of office procedures and methods, including those related to organization and social communications skills and proper office etiquette.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Have the ability to manage multiple tasks simultaneously.

Essential Job Functions

Main Responsibilities

1. Donor Relations Database Management
 - a. Enter donations and receipt weekly
 - b. Monthly verification of funds received
 - c. Update donor information and relationships
2. Organize Development Mailings
 - a. Design letters and communications using graphic design programs
 - b. Prepare mailing database using Donor Connect or other mailing databases (i.e. Chamber lists, RenWeb lists, etc.)
 - c. Coordinate volunteers to complete mailings if needed
 - d. Organize mailing based on USPS requirements and deliver mailings to post office
3. Send communications for Development via emails, social media, Thursday packets/DA's, etc.
4. Oversee School Development Events (i.e. Pastor Appreciation, Fall Banquet, Auction/Car Show, etc.)
 - a. Manage budget for each event
 - b. Work with local vendors/caterers for event needs
 - c. Seek sponsorships/donations for events
 - d. Advertise events (mainly car show/auction) within budget allocations
 - e. Prepare event communications (mailings, PSAs, and/or emails)
 - f. Oversee volunteers and committee meetings
 - g. Provide graphic design concepts for theme
 - h. Prepare ticket/reservations, table seating, nametags, booklets/programs, etc.
 - i. Provide follow-up meetings and reports to the success of each event
5. Advertising/Marketing
 - a. Determine advertising opportunities for LCS – Print, Digital, Social Media
 - b. Prepare advertisements/partnerships with local media to promote enrollment and events
 - c. Design and prepare advertising with local Chambers for email blast opportunities
 - d. Coordinate participation in occasional community events (i.e. Family Expo)
6. Oversee Room Mom Coordinators and PTF Coordinators
 - a. Provide support to these areas to help generate volunteers within the LCS families
 - b. Communicate needs of school for potential involvement of PTF

Other Responsibilities

1. Front Office coverage as back-up
2. Purchase and inventory office and teacher supplies – July/August large order
3. Assist the Superintendent with administrative duties as needed
4. Graphic Design experience preferred, but subject to outsourcing

Items Attached

1. Liberty Christian School declaration of faith and doctrinal statement
2. Liberty Christian School Lifestyle Statement



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1. A. DECLARATION OF FAITH

We believe, and require that succeeding members unqualifiedly affirm

the inspiration of the Bible (both the Old and New Testaments); the creation of man by the direct act of God; the incarnation and virgin birth of our Lord and Saviour, Jesus Christ; His identification as the Son of God; His vicarious atonement for the sins of mankind by the shedding of His blood on the cross; the resurrection of His body from the tomb; His power to save men from sin; the new birth through the regeneration by the Holy Spirit; and the gift of eternal life by the grace of God.

This Declaration of Faith shall never be amended, modified, altered, or changed as long as this organization exists.

Source: Liberty Christian School, Constitution, page 2

1. B. DOCTRINAL STATEMENT

The doctrinal statement for Liberty Christian School consists of the following eight statements.

1. We believe in the authority and sufficiency of the Bible, consisting of the 66 books of the Old and New Testaments, as originally written; that it was completely inspired by God, and therefore infallible, inerrant, and it is the final authority in faith and life. (II Tim. 3:16,17; II Peter 1:19-21).
2. We believe there is only one true and living eternal God, an infinite Spirit, the Maker and Ruler of Heaven and earth; inexpressibly holy and worthy of all honor, confidence, and love; that in the unity of the Godhead there are three persons, the Father, the Son, and the Holy Spirit, equal in every divine perfection and existing distinct but harmonious offices in the work of redemption. (Ex. 20:2,3; I Cor. 8:6; Rev. 4:11).
3. We believe that the eternal Lord Jesus Christ, begotten of the Holy Spirit, was born of the Virgin Mary and is true God and true man. (Luke 1:26-31,35; John 1:1,14). We believe in the deity of Christ (John 10:33), His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His bodily resurrection (John 11:25, I Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe that the Holy Spirit is a divine person, equal with God the Father, God the Son, and of the same nature; that in His relation to the unbelieving world He restrains Satan until God's purpose is fulfilled; that He convicts of sin, of righteousness and of judgment; that He bears witness to the truth of the gospel in preaching and testimony; that He is the agent in the new birth. (John 14:16,17; Matt. 28:19; Heb. 9:14; John 14:26; Luke 1:35; John 16:8-11; Acts 5:30-32; John 3:5-6; Eph. 1:13-14; Mark 1:8; John 1:33).
5. We believe in the reality and personality of Satan, the Devil; that he was created by God as an angel but through pride and rebellion became the enemy of his Creator; that he became the unholy god of this age and the ruler of all the powers of darkness and is destined to the judgment of an eternal justice in the Lake of fire. (Matt. 4:1-11; II Cor. 4:4; Rev. 20:10).
6. We believe the Biblical account of the creation of the physical universe, angels, and man; that the Genesis account is a literal, historical account of the direct, immediate creative acts of God without any evolutionary

process; that man was created by a direct work of God and not from previously existing forms of life; and that all men are descended from the historical Adam and Eve, first parents of the entire human race. (Gen. 1:2; Col. 1:16,17; John 1:3).

7. We believe that man was created in innocence (in the image and likeness of God) under the law of his Maker, but by voluntary transgression Adam fell from his sinless and happy state, and all men sinned in him, in consequence of which all men are totally depraved, are partakers of Adam's conduct, and therefore are under just condemnation without defense or excuse. (Gen. 3:1-6; Romans 3:10-19; 5:12,19; 1:18,32). Furthermore, all who remain in unbelief are under the curse; and this distinction holds among men both in and after death, in the everlasting conscious suffering of the lost in the Lake of Fire. (Pro. 14:32; Luke 16:25; Matt. 25:41; John 8:21; Rev. 20:14-15).
8. We believe that the salvation of sinners is divinely initiated and wholly of grace through Jesus Christ, the Son of God, who voluntarily took upon Himself our nature, yet without sin, and honored the law by His personal obedience, thus qualifying Him to be our Savior; that by the shedding of His blood in His death, He fully satisfied the just demands of a holy and righteous God regarding sin. We believe that faith in the Lord Jesus Christ is the only condition of salvation. That in order to be saved, sinners must be born again, which is instantaneous and not a process, and that at the appointed time, the dead in Christ shall be raised in glorified bodies and the living in Christ shall be given glorified bodies to live forever with the Lord. (Jonah 2:9; Eph. 2:8; Acts 15:11; Rom. 3:24-25; John 3:16; Matt. 18:11; Phil. 2:7-8; John 3:3; II Cor. 5:17; I John 5:1)

Source: Liberty Christian School, Constitution, page 3-4

2. Liberty Christian School Life-style Statement

Liberty Christian School is a religious, nonprofit organization representing Jesus Christ throughout the local community.

Liberty Christian School requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9–10, 1 Tim. 4:12, Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

The Liberty Christian School Declaration of Faith and Doctrinal Statement expect employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity and homosexual behavior or any other violation of the unique roles of a genetic male and genetic female (Rom. 1:21–27, 1 Cor. 6:9–20). Liberty Christian School believes that biblical marriage is limited to a covenant relationship between a man and a woman.

Liberty Christian School employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of Liberty Christian School that each employee will have a lifestyle in which “He may have the preeminence” (Col. 1:18, NKJV).

Source: ACSI Personnel Resources, 2009 Edition