



Director of Development

Mission Statement: To provide each student with an uncompromising Christian education devoted to academic excellence in a family-friendly, safe, and nurturing environment.

Job functions and duties include:

- The Director of Development will be critical in expanding and strengthening development efforts to raise money every year for Valor Christian Academy.
- This will take place through thoughtful relationship-building, the oversight of development systems and best practices for the organization, and close partnership with the administrative team, Board of Trustees and internal and external stakeholders.
- The Director of Development will work Monday-Friday remotely, with one to two in office days per month (this does not include events and is also subject to change)
- The Director of Development is responsible for planning, organizing, and implementing strategies to generate funding and support for the organization.
- This role involves cultivating relationships with donors, managing fundraising campaigns, and overseeing grant applications.
- The Director of Development works closely with the administrative team to develop fundraising goals and strategies aligned with Valor Christian Academy's organizational mission and objectives.
- Develop and implement comprehensive fundraising plans to achieve annual revenue goals.
- Identify new fundraising opportunities and innovative strategies to diversify funding sources.
- Cultivate and maintain relationships with individual donors, corporate sponsors, and foundation partners.
- Steward existing donors through regular communication, updates on organizational activities, and recognition of their contributions
- Research and identify prospective donors and develop strategies for donor engagement and solicitation.
- Research grant opportunities from government agencies, foundations, and other funding sources.
- Prepare and submit grant proposals, ensuring compliance with grant requirements and deadlines.
- Manage grant reporting and compliance, including tracking deliverables and outcomes.
- Plan and execute fundraising events, including donor cultivation events, galas, and campaigns.
- Coordinate event logistics, recruit volunteers, and oversee event budgets.
- Evaluate the effectiveness of events and implement improvements for future initiatives.
- Develop fundraising materials, including appeal letters, brochures, and online campaigns.
- Ensure consistent messaging and branding across fundraising initiatives and communication channels.
- Leverage social media and digital platforms to promote fundraising campaigns and engage supporters.



- Budgeting and Reporting
- Develop and monitor the fundraising budget, tracking revenue and expenses against targets.
- Prepare regular reports on fundraising progress, including revenue projections, donor retention rates, and campaign outcomes.
- Provide analysis and recommendations to optimize fundraising strategies and tactics.

Qualities and qualifications, we desire in a candidate:

- A strong testimony of faith in Jesus Christ and evidence of faith in action.
- Bachelor's degree
- Minimum of 2 years of experience in nonprofit fundraising or development, with a proven track record of achieving fundraising goals
- Strong communication and interpersonal skills, with the ability to effectively engage and cultivate relationships with donors and stakeholders.
- Excellent writing skills, with experience in grant writing, proposal development, and donor communications
- Highly organized with the ability to manage multiple projects and deadlines simultaneously.
- Commitment to the mission and values of the organization
- Experience with Los Angeles non-profit and Christian communities.

Job Data:

- Non-Exempt: 12 Month Employee
- Salary Range: \$30 - \$35 per hour plus benefit
- Start Date: August 12, 2024