



Venture

Director of Development - Job Description

Position Classification:	Development Director	Supervisor:	Head of School and Board
Hours:	40+		
Prepared By:	Venture Academy		
Mission Statement: Venture Academy is a private school serving grades Kindergarten through Grade 5 in the Chippewa Valley of Wisconsin. Empowering Christ-centered leaders, designers, and innovators for a world we can't yet imagine.			
Job Description			
Spiritual Characteristics			
<ul style="list-style-type: none">• Authentic Christ-followers who are spirit-led, displaying a genuine interest in pursuing spiritual growth• Accomplished learners who are intelligent, wise, and discerning, being ever mindful of the Christian worldview• Believers possessing self-awareness and integrity, willing to serve as role models seeking to live an abundant life of faith and love in the world without belonging to it			
Professional Characteristics			
<ul style="list-style-type: none">• Passionate and enthusiastic about Christian education, professional expertise, and personal scholarship, as well as about the Venture Academy community as a whole• Intentional about their quest for excellence as well as for continuous improvement in all things, (and supportive of high, but not necessarily uniform, standards of performance appropriate to roles of peers, coaches, staff, administrators, and students)			

- Highly responsive to students and parents in order to promote the individual growth and healthy development of all students as unique physical, intellectual, spiritual, emotional, and relational beings

Personal Characteristics

- Hopeful, optimistic, and graceful in their relationships and interactions with peers, colleagues, students, and families
- Supportive, nurturing, mentoring, consistent, and empathetic mindset with respect to their professional and student relationships
- Effective and clear communicator as well as active listener
- Servant leader in heart and attitude

Summary

Plans, organizes, and directs all ongoing and special project funding programs for institution by performing the following duties personally or through subordinate supervisors.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Prepares strategic plan with short- and long-range goals to meet institutional funding objectives, and enlists support from members of institution staff, the governing body, and volunteer organizations with the head of school and board.
- Develops a program of research and action plan of solicitation of the school's key prospects by hosting events, sending out quarterly newsletters, and ongoing stewardship through personal contact.
- Coordinates special projects relating to the area of development.
- Establishes development policies, systems, and procedures.
- Directs the Annual Fund giving campaign.
- Develops the council program and other committees.
- Establish an Annual Fund committee to represent all constituent groups and serve as the liaison to the committee to prepare agendas, analyze data, prepare reports, and fulfill assignments.
- Create Annual Fund marketing tools with the graphics department such as brochures, reports and updates, articles for the school newspaper and other sources, and Kick-off letters or correspondence.
- Develops and submits grant proposals for funds from private foundations, corporations, and government agencies.

- Identifies potential contributors to special project funds and ongoing operations through examination of past records, individual and corporate contracts, and knowledge of community.
- Plans and coordinates fund drives for special projects.
- Organizes direct mail campaign to reach potential contributors.
- Develops donor recognition program.
- Organizes solicitation drives for pledges of ongoing support from individuals, corporations, and foundations.
- Informs potential contributors of special needs of institution, and encourages individuals, corporations, and foundations to establish or contribute to special funds through endowments, trusts, donations of gifts-in-kind, or bequests, conferring with attorneys to establish methods of transferring funds to benefit both donors and institution.
- Researches public and private grant agencies and foundations to identify potential sources of funding for research, community service, or other projects.
- Supervises and coordinates activities of workers engaged in maintaining records of contributors and grants and preparing letters of appreciation to be sent to contributors.
- Maintain gift database by overseeing the processing of all gifts, assuring that receipts and acknowledgements are provided in a timely basis and income is recorded properly. Provide giving status reports as assigned.
- Performs other duties as assigned by the chief administrator and director of advancement.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical

Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Design

Generates creative solutions; Demonstrates attention to detail.

Problem Solving

Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management

Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills

Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service

Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills

Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication

Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication

Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork

Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Visionary Leadership

Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Change Management

Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Delegation

Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership

Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Managing People

Includes staff in planning, decision-making, facilitating and process improvement; Solicits and applies customer feedback (internal and external); Fosters quality

focus in others; Improves processes, products and services; Continually works to improve supervisory skills.

Quality Management

Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Business Acumen

Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

Cost Consciousness

Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.

Diversity

Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics

Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support

Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking

Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Judgment

Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation

Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing

Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism

Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality

Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity

Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security

Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability

Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality

Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability

Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative

Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation

Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of MS Outlook and MS Word.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk. The employee is occasionally required to stand; sit; use hands; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate but occasionally loud.

**Adapted with permission from our friends at [Maranatha Christian Academy](#)*