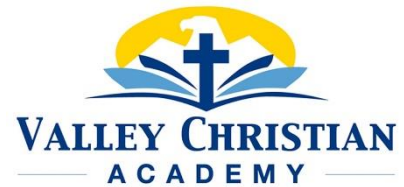


Job Description for the position of **Development Coordinator**



Reports to: Administrator

Supervises: None

Position Overview: The Development Coordinator oversees and effectively manages and implements development activities which include school-wide fundraisers and donations. The Coordinator also helps support students, parents, and visitors who come into the Main Office.

Position Description: This is a part-time, 4-day per week position (7:45am-3:15pm), non-exempt position that is paid on an hourly basis commensurate with experience and degree(s) held. Hours extend 1-2 weeks after the last day of school and 1-2 weeks before the first day of school, as directed by the Administrator. The Coordinator will work closely with the Administrator, the Registrar, and Marketing Director in the Main Office.

Required Spiritual Qualities

- Has received and acknowledges Jesus Christ as his/her personal Savior and Lord
- Seeks to live a life as His disciple, displaying Christian maturity
- Stands as a positive Christian role model for students, parents, employees and our larger community
- Is active in a Bible-believing church whose Statement of Faith is consistent with VCA's
- Agrees with Valley Christian Academy's Statement of Faith
- Reflects the purpose of the school, which is to honor Christ in every class and in every activity
- Follows the Matthew 18 principle in dealing with students, parents, staff and administration

Required Professional Qualities

- Is highly motivated and capable of working independently in a flexible environment
- Promotes a positive attitude about VCA and its employees and students
- Demonstrates strong organization, accountability (through status reports, planning documents, etc.), cooperation, integrity and confidentiality
- Cooperates with the board and administration in implementing all policies, procedures, and directives governing the operation of the school. Notifies the administration of any policy he/she is unable to support
- Maintains a clean, attractive, well-ordered desk area
- Supports the broader program of the school by attending extracurricular activities when possible

Essential Skills

- Demonstrates creativity, strong secretarial organization and communication skills, marketing/promotions, communications, layout and design, and basic financial accounting (no degree required)
- Strong skills in using, Word, Excel, the Internet; willing to learn how to help maintain the VCA webpage
- Be able to organize and manage special events, from planning and preparing, implementing, to follow-through and follow-up of fundraising events (like Fall Fundraiser and Spring Bowlathon)
- Demonstrates ability to establish positive relationships with parents, students, volunteers, and vendors
- Demonstrates credibility, integrity, and friendliness to VCA families and donors

Responsibilities

The tasks and responsibilities of this position include, but not be limited to, the following:

- **Financially related activities to promote fundraising and develop relationships with donors**
 - Implement school-wide fundraisers through communications, flyers, etc.

- Organize, promote, oversee, and maintain records for the Fall Fundraiser (Sept-Oct):
Cookie dough, gift wrap, magazines— working closely with the vendor
 - Organize, promote, oversee, and maintain records for the February Bowl-a-thon
 - Organize volunteers to help with the Bowl-a-thon
 - Implement the Fall Sportswear Sale
 - Coordinate Vendor Rewards Programs – Box tops, Heinen’s, Giant Eagle, Chick-fil-A Spirit days (2)
 - Assist the Administrator in donor development
 - Enter donations into the database, create periodic reports, reconcile monthly totals with the Business Manager
 - Mail out the Administrator’s thank you letters monthly to the donors
 - Mail out end-of-the-year statements
 - Update the database as needed (used for mailings)
 - Assist the Administrator as needed to help develop donor relationships
 - Serve on the Donor Relations and Funding Committee of the School Board
 - Assist with grants as needed
 - Update the monthly giving spreadsheet for the Administrator’s Board report
- **Other responsibilities**
 - In the Main Office
 - Assist in answering the phones when necessary
 - Assist in helping with people at the front desk
 - Cover the front office one day a week when the Registrar is not there
 - Create the weekly Foyer PowerPoint highlighting the activities of the week (taken from the Activity Calendar)
 - Work with the vendor and coordinate school-wide pictures, twice a year
 - Work closely with the Yearbook editor
 - Assist in school promotions as needed
 - Bulk mailings
 - Special events: Drama tickets, Grandparents’ Day, Community Open Houses
 - External marketing
 - Identifying and pursuing target groups to be reached, such as: preschools, prospect lists, churches, new area residents, real estate agencies
 - Assisting with the ViewPoint newsletter
 - Helping the Registrar and Marketing Director as time allows
 - Learn and help maintain parts of the school website
 - Periodic meetings with Administrator for support, planning, implementation, progress, and reflection on various efforts
 - Reorder school stationery and envelopes as needed
 - All written materials are to be approved by the Administrator prior to their use
 - Know and implement all school emergency procedures
 - Other duties as assigned by the Administrator

Hired by the School Administrator, this is a position subject to this Job Description, VCA Procedures, the VCA Policy Manual, and the Terms of Employment.

Evaluation:

Job performance will be evaluated annually by the Administrator in accordance with the Board's policy, established evaluation forms, procedures, and this job description.