



JOB DESCRIPTION

Position: **Development Officer**

Reports to: **Rock Academy Principal**

Position Status: **Regular, Part-Time**

Department : **Rock Academy**

Effective: **May 2009**

Replaces: **All Previous**

Position Number: **RA-01-09**

Posting Date: **May 4, 2009**

1st Closing Date: **May 11, 2009**

Position Summary: Under the supervision of Rock Academy Principal and in partnership with the Stewardship Director at the Rock Church, provides support to the Rock Academy in fundraising and stewardship, by researching and approaching new avenues for fund development, coordinating events, communicating appreciation to donors and serving as an ambassador for the school.

Job Responsibilities and Duties:

1. Assists in meeting the Rock Academy's mission to fully equip students with the tools necessary to become professionally and spiritually qualified Christian leaders by providing a sustained academic environment coupled with a vibrant spiritual experience leading children into a life changing and productive relationship with Jesus Christ by ensuring that it seeks financial support to fully-fund its programs.
2. Leads the Rock Academy in fund development by:
 - a. Preparing a detailed fiscal year plan and fully coordinated solicitation calendar for annual giving which includes goal setting and developing all appropriate segmentation strategies to increase the percent and level of participation.
 - b. Designing and implementing a comprehensive appreciation program for annual donors, which facilitate a pattern for lifetime support.
 - c. Developing and providing Staff support to Development Committee and Annual Fundraising Events.
 - d. Monitoring all relevant budgets associated with the annual giving program and related activities as assigned.
 - e. Implements annual giving program and provides periodic reports to the Academy Management.
 - f. Coordinates with Rock Stewardship Director on donor development to maintain consistency through all Rock related ministries.
 - g. Partnering with the Marketing and Communications department to produce solicitation materials and assist in Public Relations.
 - h. Works with the Rock Stewardship Director on planned giving options through the Rock Charitable Foundation.
 - i. Coordinating, writing and submitting grant proposals to private and corporate foundations.
3. Provides staff support for the Rock Academy by:
 - a. Managing and maintaining donor database
 - b. Creating and writing donor communication, annual appeal solicitations and manages the execution of the direct mail.
 - c. Coordinating the logistics and data entry for the annual fund campaign.

- d. Attending local meetings and seminars to stay current on new developments in the field.
- e. Providing exemplary customer service to all Rock Academy families.

Job Skills and Requirements:

- 1. Bachelor's degree preferred but not required or an equivalent combination of education and work experience in non-profit development.
- 2. Proven history of successful fundraising experience (minimum 2-4 years). Preferred minimum of one year experience in school fundraising environment.
- 3. Strong attention to detail and accuracy, including excellence in oral and written communications; ability to write clear, structured, articulate and persuasive proposals.
- 4. Must possess strong computer skills, including proficiency with Microsoft Office (Outlook, Word, Excel, Access, PowerPoint).
- 5. Demonstrated ability to work independently, manage multiple tasks, use time effectively and follow-thru in a timely manner.
- 6. Attends all meetings pertinent to the functions of the Development Department.
- 7. Valid California Driver's License and acceptable driving record, may need to utilize own transportation for fieldwork (with expense reimbursement).
- 8. Ability to read and understand detailed technical requirements.
- 9. Maintain positive and professional relationships with community partners using a high degree of tact, diplomacy, discretion, flexibility, respect and courtesy in gesture and speech.

Expectations of Staff:

- 1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
- 2. For all grievances, follow Matthew 18 and Ephesians 4:15.
- 3. Successful completion of a background check.
- 4. Pleasant and professional personality and appearance.
- 5. Attendance at all mandatory meetings (and events, as needed).
- 6. Signed acknowledgement of the Rock Academy Statement of Faith.
- 7. Adheres to policies and procedures as stated in the Rock Academy employee handbook.

Physical Requirements

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.