

HERITAGE CHRISTIAN SCHOOL

Philanthropy Coordinator Job Description

GENERAL DESCRIPTION

To prayerfully lead and support the development and stewardship of financial resources that advance the mission of the school. The Philanthropy Coordinator cultivates relationships, secures funding, and promotes a culture of generosity to sustain and grow the school's impact for the glory of God.

QUALIFICATIONS

The Philanthropy Coordinator shall be one who has received Jesus Christ as Savior and Lord. The coordinator shall be a member in good standing of a Bible-believing church and shall lead a life consistent with Christian values.

The coordinator shall demonstrate strong communication, organizational, and leadership abilities, along with a passion for Christian education and stewardship. The coordinator shall reflect the purpose of the school which is to honor Christ in all relationships, programs, and activities.

- Experience supervising volunteers, committees, and development-related teams.
- Several years of fundraising is preferred.
- Education in non-profit management, business, communication, or marketing is preferred.

SPIRITUAL QUALIFICATIONS

- Seeks to role-model a consistent daily walk with Jesus Christ in speech, actions, and attitude.
- Demonstrates the importance of prayer, stewardship, and generosity through personal example.
- Supports and promotes the spiritual mission and values of the school.
- Encourages a Christ-centered perspective on giving and service.

PRIMARY JOB DUTIES AND RESPONSIBILITIES

- The Philanthropy Coordinator will be responsible to the Administrator
- Cultivates relationships with donors, parents, alumni, and churches.
- Develops and implements a comprehensive, Christ-centered fundraising strategy.
- Identifies, researches, and pursues grant opportunities.
- Writes and submits grant proposals and reports.
- Coordinates fundraising campaigns and events.
- Promotes a culture of stewardship within the school community.
- Tracks donor contributions and ensures proper acknowledgment.
- Keeps administration and board informed of funding opportunities and progress.

- Collaborates with leadership to identify funding priorities.
- Maintains accurate records of donor and grant activity.
- Represents the school in community and church events.
- Ensures compliance with all applicable requirements.
- Develops communication materials to support fundraising efforts.

PROFESSIONAL RESPONSIBILITIES

- Seeks professional growth in fundraising and nonprofit leadership.
- Collaborates with staff and leadership to support the mission.
- Attends meetings, devotions, and school functions.
- Provides input into strategic planning efforts.
- Contributes to the overall effectiveness of the school.
- Performs additional duties as assigned.

PERSONAL RESPONSIBILITIES

- Demonstrates Christ-like character including giving, integrity and humility.
- Maintains a positive, servant-hearted attitude.
- Builds strong relationships with staff and community.
- Communicates clearly and effectively.
- Represents the school in a Christ-honoring manner.
- Demonstrates strong time management and attention to detail.
- Maintains a lifestyle consistent with school values.

EVALUATION

Performance of these responsibilities will be evaluated by the administration in accordance with school policy and mission alignment.