



POSITION TITLE: Coordinator of Annual Giving
POSITION REPORTS TO: Head of School
EMPLOYEE CLASSIFICATION: Exempt (Full-time, 12 months)
DIRECT REPORTS: N/A
REVISION DATE: 10/2021

POSITION SUMMARY:

Utilizing a biblical stewardship approach to fundraising, the Coordinator of Annual Giving is responsible to create and implement a strategic plan for developing relationships with donors, friends, and alumni of Legacy Christian Academy to fund special programs, projects, and capital improvements. This team member will represent Legacy Christian Academy and the mission/vision of Legacy to prospective partners. A passion for excellence, a heart for innovation and growth, and a desire to increase the support base at Legacy Christian Academy is required.

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Promote, communicate, and market the mission and vision of Legacy Christian Academy, as well as evidence which supports the fulfillment of the mission to stakeholders (parents, grandparents, donors, alumni, community).
2. Cultivate the annual fund as a component of the total development plan for Legacy.
 - 2.1. Plan, develop, and implement strategies for obtaining donations.
 - 2.2. Identify, solicit, steward, maintain, and upgrade annual giving donors.
 - 2.3. Provide stewardship in the encouragement and recognition of donor philanthropy, communicating regularly and maintaining relationships with all donors.
 - 2.3.1. Manage the donor database.
 - 2.3.2. Track and appropriately thank donors.
 - 2.3.3. Provide documentation of gifts to all donors, including end-of-year.
 - 2.3.4. Generate new relationships through current relationships.
3. In coordination with the Head of School, identify, cultivate, and solicit donors (including corporations and foundations) for all components of the total development plan:
 - 3.1. Major gifts (including corporations and foundations)
 - 3.2. Endowed scholarship program
 - 3.3. Special projects
 - 3.4. Planned giving
 - 3.5. Capital Campaigns
4. Ensure the advancement of the school in alumni relations.
 - 4.1. Engage alumni in support of the school.

- 4.2. Maintain the alumni database.
- 4.3. Coordinate activities which re-connect alumni to the school and to each other.
5. Attend administration and school-wide meetings.
6. Heighten awareness of Legacy Christian Academy in the local community by planning and leading three events:
 - 6.1. Giving Tuesday
 - 6.2. Fundraising event
 - 6.3. Day of Service
7. Other duties as assigned.

ESSENTIAL COMMUNICATION SKILLS:

Ability to communicate to establish and maintain effective working relationships with students, parents, colleagues, administration, and the community. Ability to speak clearly and concisely in written or oral communication. Ability to perform duties with awareness of all school requirements and policies. Ability to effectively present information to administration and staff as needed.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS AND ABILITIES):

Bachelor's degree is preferred. Experience with school environment including laws, scheduling, personal computers and software utilized is preferred. Individual must be personable, self-motivated, highly organized, and willing to work with a team.

EXPECTATIONS:

- Born-again believer in Jesus Christ with active personal relationship with the Lord Jesus Christ, and a commitment to a Christ-centered lifestyle as stated in the contract.
- Agree and understand that working at LCA is a calling by God to minister to students and families in the ministry of Christian education.
- Has eligible PreK-12 children enrolled in Christian education.
- Demonstrates a sound understanding of the Bible and shares a clear, personal, Gospel testimony.
- Seek to lead students by inculcating the Christian faith as articulated in LCA's Statement of Faith and biblical principles (Luke 6:40), modeling by personal example, in speech, actions, and attitude, a consistent daily walk with Jesus Christ. This includes being committed to God's Biblical standards for sexual conduct.
- Will instruct not only through rational explanation of formal subject material, but even more powerfully through word, deed, example, and shared experience.
- Exhibit a firm reliance on prayer.
- Firm commitment to the LCA mission, vision, and core values.
- Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
- Will exhort and encourage students to grow spiritually.
- Will demonstrate a caring heart for all people, particularly students and their families.

- Positive communication with school parents, students, staff, and others within the school community.
- Demonstrate a respect, based on a biblical worldview, for the diverse cultures, language skills, academic abilities, and experiences of all students and their families.
- Refuse to use or circulate confidential information inappropriately.
- Committed to professional development and staying current with applicable technology applications, software, and equipment.

REQUIRED MENTAL/PHYSICAL ABILITIES:

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 regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

ENVIRONMENTAL CONSIDERATIONS:

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.

The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

REQUIRED SIGNATURES:

Employee

Date

Supervisor

Date

Human Resources Representative

Date