

Title: Development and Philanthropy Officer

Reports to: Head of School

Collaborates with: Board Philanthropy Committee; Business/Finance Office; Admissions/Enrollment; Communications/Marketing; Principal/Division Heads

FLSA: Exempt, Full-time

Location: Providence Christian School (PCS), Dothan, Alabama

Mission and Role Purpose

Providence Christian School forms students in wisdom and virtue under the lordship of Christ through classical Christian education. The Development and Philanthropy Officer advances this mission by:

- Cultivating a Christ-centered culture of generosity rooted in stewardship, gratitude, integrity, and hospitality.
- Leading all philanthropy and fundraising efforts, including the Annual Fund, capital campaigns, major/leadership gifts, and planned giving, aligned to the school's strategic and financial plans.
- Building enduring, mission-fit relationships with parents, grandparents, alumni, alumni parents, faculty/staff, board, friends of PCS, churches, and community partners.
- Integrating brand, storytelling, and communication to connect giving with student formation and transformational outcomes.

Core Responsibilities

A. Strategy, Governance, and Advancement Integration

- Design and maintain a multi-year Strategic Philanthropy Plan that aligns with the Board-approved Strategic Plan and Strategic Financial Plan, addressing:
 - Annual Fund (broad-based participation and joyful generosity).
 - Major/Leadership Gifts and Capital Campaigns (transformational investments).
 - Planned Giving and Endowment (long-term sustainability).
 - Constituent segmentation strategies (parents, grandparents, alumni, community, vendors, friends).
 - Communications plan, calendar, and case-for-support.
- Provide regular, structured reports to the Head of School and Board (advancement dashboard, pipeline, progress to goal, participation rates, ROI, donor stewardship cadence).
- Serve as staff lead to the Board Philanthropy Committee; train, equip, and “lead from below” to steward leadership donors through the Golden Rule Cycle: gratitude, reporting, celebrating impact, relationship building, and asking.

B. Annual Fund Leadership

- Build and lead a professional, relational Annual Fund that:

- Establish an Annual Fund leadership structure with roles for:
 - Class/grade-level parent leaders, grandparent and alumni volunteers, leadership donor co-chairs.
 - Database support to maintain accurate giving histories and mail merges.
- Develop, Execute, and Maintain the Annual Fund calendar:
 - June–July: finalize CASE, trifold, ask letter; recruit and train volunteer leaders; Philanthropy Committee and campaign leadership make their own gifts.
 - August: Board and administration solicitation (aim for 100% participation before broad appeal).
 - September: Teacher/staff campaign (participation-focused, peer-to-peer).
 - October: Personalized letter mailing with CASE; report leadership totals and 100% participation of Board/admin/faculty if achieved.
 - November–December: Leadership follow-up; ensure capacity to receive year-end gifts through Dec 31.
 - January–June: Ongoing gifts accepted; produce donor receipts, gratitude touches, and annual fund report.
- Deliver stewardship and gratitude rhythms:
 - 72-hour thank-you call; hand-signed note within two weeks; consolidated tax receipt with note by end of January; Annual Fund Report highlighting use, impact, and results.

C. Capital Campaigns and Major/Leadership Gifts

- Develop campaign strategy with Board Philanthropy Committee and Head of School, including:
 - Case for Support tied to strategic priorities (faculty compensation, scholarships, facilities, program growth).
 - Feasibility/readiness studies; gift table; phases; timeline; volunteer structure; prospect research; policies (gift acceptance, naming, restrictions).
- Lead prospect cultivation and solicitation:
 - Build and manage a portfolio of leadership donors; schedule and conduct two-person visits.
 - Guide volunteers through education, preparation, and solicitation; provide briefing papers, collateral, and follow-up.
 - Ensure transformational donor stewardship: prompt thanks, impact reporting, engagement opportunities, and long-term relationship plans.

D. Planned Giving and Endowment

- Launch and steward a planned giving program:
 - Create and communicate legacy society framework; develop simple bequest language and materials.
 - Educate constituents about wills, trusts, beneficiary designations; integrate planned giving into campaign and annual strategies.
 - Partner with Finance on endowment policies, accounting, and reporting; align endowment growth to strategic priorities (scholarships, faculty development, programs).

E. Communications, Brand, and Storytelling

- Collaborate with Head of School and Communications to maintain consistent brand voice and storytelling tied to the mission and portrait of a graduate.
- Create CASE documents and appeals that foreground Christ-centered distinctives and student transformation rather than amenities.
- Maintain a content calendar for appeals, updates, impact stories, and reports; ensure policies for digital/print communication, media permissions, and crisis communication are upheld.
- Equip faculty, staff, parents, and students as authentic storytellers; integrate hospitality in all donor and volunteer touchpoints.

F. Data, Systems, Compliance, and Finance Partnership

- Oversee philanthropy data integrity and reporting:
 - Ensure accurate donor records, pipelines, moves management, and analytics (participation rates, average gift, median gift, retention, upgrade rates).
 - Coordinate with Business Office on pledge tracking, receipting, designation/restrictions, reconciliation, and audit readiness.
- Uphold and enforce board-approved policies:
 - Gift acceptance, donor recognition, restricted funds, naming rights, confidentiality, and stewardship.
- Monitor and communicate key performance indicators:
 - Annual Fund participation; campaign progress; leadership donor counts; donor retention; cost-to-raise-a-dollar; response rates.

G. Hospitality, Constituent Relations, and Culture of Generosity

- Practice and train Christian hospitality across all philanthropy activities; coordinate donor events, leadership receptions, school visits, and engagements with students/faculty.
- Partner with Admissions/Enrollment and Parent Relations to reinforce an integrated advancement approach (word-of-mouth referrals, ambassador training, aligned messaging).

- Provide simple ways for all families to participate—time, talent, and treasure—reinforcing joyful stewardship, not obligation.

H. Team Leadership and Volunteer Management

- Recruit, train, and support volunteer structures:
 - Annual Fund leaders, leadership donor volunteers, campaign cabinet, class ambassadors, grandparent/alumni leaders.
- If applicable over time, supervise philanthropy roles (e.g., Database Manager, Annual Fund Manager, Alumni Relations Coordinator; or coordinate their volunteer equivalents).
- Provide clear role definitions, timelines, micro-tasks, and close-out celebrations; remove administrative burdens from volunteers by handling logistics.

Candidate Profile and Qualifications

- Mature follower of Christ, aligned with historic Christian orthodoxy and the mission of PCS; active in a local church; models Christian hospitality and integrity.
- Relevant experience in philanthropy/fundraising (Christian school or mission-driven nonprofit preferred), including annual funds and at least one of: major gifts, capital campaigns, or planned giving.
- Proven ability to:
 - Build and steward donor relationships across giving levels with tact and joy.
 - Train and mobilize volunteers and boards for leadership giving.
 - Craft compelling case statements and appeals connected to strategic priorities and student formation.
 - Manage campaigns, portfolios, and moves management with disciplined follow-through.
 - Design and report KPIs; partner effectively with Finance on pledges, restrictions, receipting, and reconciliation.
- Excellent written and verbal communication; confident public speaking and small-group facilitation.
- High organizational and project management capacity; responsive, detail-accurate, deadline-reliable.
- Data and systems proficiency: donor CRM, spreadsheets, mail merge, basic web and social posting; comfort with survey tools and content calendars.
- Availability for seasonal evenings/weekends (e.g., Oct–Dec appeals, campaign phases, leadership events).

Compensation and Benefits

Competitive salary and benefits commensurate with experience and aligned with PCS compensation structure. Evening/weekend flexibility expected during peak seasons.

Application Process

Please submit the following to phansen@prov-cs.net with the subject “Development and Philanthropy Officer – Application”:

- Cover letter sharing Christian testimony, alignment with classical Christian education, and examples of leading an annual fund and either a campaign, major gifts program, or planned giving initiative.
- Resume/CV.
- Three professional references (including one from a direct supervisor).

Providence Christian School is committed to equal employment opportunity consistent with our Christian mission and policies. We welcome candidates eager to serve students and families for the glory of God.