



# CREAN LUTHERAN HIGH SCHOOL

*Proclaiming Jesus Christ through Excellence in Education*

## **DEVELOPMENT MANAGER, Events and Operations Ministry Description**

Revised: 2017.07.13

Founded in 2007, **Crean Lutheran High School** is proud to be part of the venerable Lutheran Education system, which has been educating students in the United States for over 165 years. Today, with nearly 800 students enrolled annually, recognized by the National Lutheran Schools Accreditation (NLSA) as an Exemplary School, and accredited by the Western Association of Schools and Colleges (WASC), CLHS has also been ranked as one of the most challenging private high schools in the United States by *The Washington Post* for the past three years.

With a commitment to fiscal responsibility, and in preparation for an inspirational decade of growth, the CLHS Advancement Office seeks to hire an experienced and energetic Development Manager to oversee events and operations. The individual hired to fill this newly created position will join a highly functioning, effective, and passionate team of three individuals who oversee an integrated advancement effort. The team supports a robust program of events, a fledgling annual fund and alumni relations program, and **Press On: The Campaign for Crean Lutheran**. Early in the silent phase, this aspirational \$6 million effort will fund the school's north campus expansion. It has already raised nearly 40% of goal.

### **Position Summary:**

Name of Position:	Development Manager, Events and Operations
Employment Type:	Full-time, exempt
Job Hours:	7:30 a.m.-4:00 p.m. with evenings and weekends as needed
Education Required:	Bachelor's Degree required
Experience:	3-5 years fundraising or nonprofit event management experience; experience working in a nonprofit secondary education institution desired
Starting Salary:	Commensurate with qualifications; based on Pacific Southwest District salary guidelines
Reports to:	Director of Development

### **Ideal Candidate:**

- Active Christian and local church member
- Demonstrates a heart for Jesus Christ
  - *"I resolved to know nothing while I was with you except Jesus Christ and Him crucified."*  
I Corinthians 2:2
- Demonstrates personal character
  - *"In everything, set them an example by doing what is good. In your teaching show integrity, seriousness and soundness of speech..."* Titus 2:7-8
- Demonstrates passion for excellence worthy of Christ
  - *"Whatever you do, work at it with all your heart, as working for the Lord..."* Colossians 3:23
- Demonstrates passion for the unity in the Body of Christ while maintaining faithful fidelity to scripture, salvation by grace through faith, and Jesus' once-for-all atoning sacrifice and resurrection

- *“It is by grace you have been saved, through faith--and this not from yourselves, it is the gift of God -- not by works, so that no one can boast. For we are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do.”* Ephesians 2:8-10
- Exemplifies a Christ-like attitude and demonstrates superior skills in both written and verbal communication
- Demonstrates exceptional interpersonal and influencing skills, tact, and diplomacy with the ability to develop and maintain cooperative and successful working relationships with volunteers, staff, and donors; ability to serve as a team player and leader
- Demonstrates a working knowledge of all areas of fundraising with a particular emphasis on event fundraising activity
- Proven track record for planning and achieving short- and long-term goals
- Demonstrates an ability to think strategically and creatively about engaging donors; able to develop and successfully execute those plans
- Ability to inspire and motivate volunteers and staff
- Sound judgment and superior problem-solving ability
- Exemplifies integrity and fiscal accountability
- Willing and available to work evenings and weekends based on the needs of fundraising events
- Proficient with Google documents, Microsoft software products, and donor/people management systems such as Aeries Student Information System, Donor Perfect and Greater Giving software programs.

### **Essential Job Functions:**

- The ***Development Manager*** organizes and executes two main CLHS fundraising events: Treasure the Truth Benefit Dinner and Saints Golf Classic. To accomplish this goal, the ***Development Manager*** secures, negotiates terms and finalizes contracts with vendors for such items as venue, caterers and staffing. The Development Manager must analyze costs to actualize events that achieve fundraising goals and objectives.
- The ***Development Manager*** selects, trains and supervises a sizable volunteer force to assist with various tasks and responsibilities for fundraising events.
- The ***Development Manager*** procures and manages sponsors and donors for the major fundraising events.
- The ***Development Manager*** is responsible for implementing the advertising campaign for fundraising events. This includes locating vendors, negotiating terms and finalizing contracts for printed materials, signs and shirts. This requires the ***Development Manager*** to use independent judgment and decision making as he/she determines the cost/benefit of producing some materials in house versus contracting with an outside vendor.
- The ***Development Manager*** partners with the ***Director of Marketing*** to ensure donor strategies are incorporated into CLHS marketing tools and communications.
- The ***Development Manager*** directs, assigns and organizes staff members to ensure coverage for a successful fundraising event. The ***Development Manager*** ensures CLHS employees understand their responsibilities before, during and after the fundraising event.
- The ***Development Manager*** oversees all financial transactions during fundraising events. This includes contracting and managing hired event staff, ensuring accurate financial transaction records and submitting all payments by cash, credit card and check to the business office.
- The ***Development Manager*** is responsible for the management of the CLHS donor database system, Donor Perfect, as it relates to fundraising events.
- The ***Development Manager*** is responsible for the development, management and implementation of the CLHS fundraising event system, Greater Giving, to ensure accurate data entry and to streamline the auction process.
- The ***Development Manager*** serves as the primary interface with donors and vendors during fundraising events. Any issues or problems that arise are handled by the ***Development Manager***. He/she supervises the check in/check out process as well as securing the cash, checks and credit card payments for transport. He/she also supervises, coordinates and directs the volunteer team during the event as needs arise.
- The ***Development Manager*** plans, organizes and oversees the Crean Lutheran Ladies' Night. This includes obtaining quotes, negotiating prices and contracting with vendors for this event.

- The *Development Manager* designs and updates the CLHS development department web pages.
- The *Development Manager* administers the Paver donation program. This includes collecting donor information, partnering with our vendor, ensuring timely installation and accurate data entry.
- The *Development Manager* orchestrates and organizes the Alumni Chapel and Reception. This requires periodic updates to the alumni database and coordination with the Volunteer Alumni Organizer and *Athletics Administrator & Facilities Leasing Manager*.
- The *Development Manager* assists the Director of Development with organizing Grandparents Day Chapel.
- The *Development Manager* performs data and reporting requests as needed, including donor lists, data extraction for analysis and data updates to ensure accurate donor records.
- The *Development Manager* assists the Director of Development with **Press On: The Campaign for Crean Lutheran** and other special projects or duties as needed or assigned.

**Physical Requirements:**

Sits for extended periods; frequently required to stand; walk; ability to lift and carry objects weighing 20 lbs.; ability to talk or hear; excellent verbal and written communication; use of office equipment including computers, telephones, calculators, copiers and fax; hearing and speaking to exchange information in person and on the telephone; visual ability to read, prepare/process documents and to direct volunteers and staff.

**Work Conditions:**

Work is normally performed in an office/school campus environment with regular contact with staff, parents, and donors and frequent interruptions.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.