

Job Title: Director of Advancement and Alumni Relations

Group I: 12-month contract

FSLA: Exempt (not eligible for overtime pay)

Our Mission: To partner with parents to provide a distinctively Christian education that inspires excellence, independence, and a transforming faith in God.

Job Description

Central Arkansas Christian Schools Inc. is a vibrant and growing prekindergarten through 12th with multiple campuses located in the Central Arkansas area that seeks a dynamic and visionary Director of Advancement to lead the school's fundraising and alumni relations efforts. The Director of Advancement will be pivotal in building relationships with key constituents, securing philanthropic support, and advancing the school's mission.

Essential Functions:

- Develop and implement a comprehensive advancement plan that aligns with the school's strategic priorities.
- Oversee all aspects of fundraising, including annual giving, major gifts, planned giving, and capital campaigns.
- Manage the advancement team, providing guidance, support, and professional development opportunities.
- Collaborate with the Head of School, CFOO, campus principals, and Board of Trustees on advancement strategy and initiatives.
- Identify, cultivate, and solicit major gifts from individuals, foundations, and corporations.
- Manage the annual giving program, including direct mail, online giving, and more giving avenues.
- Develop and implement strategies for planned giving and endowment growth. Oversee the planning and execution of fundraising events.
- Develop and implement strategies to engage alumni and foster lifelong connections with the school.
- Oversee alumni communications, events, and volunteer programs.
- Manage the alumni database and ensure accurate record-keeping.
- Communications and Marketing: Collaborate with the communications team to develop and implement marketing strategies that support advancement goals.
- Oversee the creation of compelling advancement materials, including brochures, newsletters, and impact reports.

Qualifications, Attributes & Experience

- Independent school experience preferred/ Non-profit experience
- Strong financial and operational acumen
- Trustworthy and ethical

- Experience leading and managing a team
- Strong communicator
- Excellent time management skills
- Degree in a related field
- 3 years minimum experience in accounting and related financial fields, with positions of increasing responsibility
- Ability to manage multiple projects and priorities simultaneously and provide perspective on complex organizations.
- Support the school's Statement of Faith, Community Covenant, and Mission.
- Demonstrate spiritual leadership and maturity
- Positively contribute to the culture of CAC
- Exhibit professional standards of presentation, punctuality, courtesy, and discretion.
- Maintain professional credentials and/or certification.

Application Process

Please apply at cacmustangs.org/about/employment. For additional information, contact Lisa Lancaster at llancaster@cacmustangs.org