

# RESURRECTION LUTHERAN ACADEMY

## Chief Development Officer

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### DESCRIPTION

The Chief Development Officer is responsible for cultivating, stewarding, and expanding the charitable support for the Michiana Lutheran Education Association by engaging in best practices in donor relations. The person in this role is expected to strive for a standard of excellence and involve board and staff leadership in accomplishing donor engagement goals. The Chief Development Officer reports to the board and works in cooperation with Director of Operations, principal and the board president.

### ESSENTIAL CORE VALUES

- Share a commitment to the mission of Resurrection Lutheran Academy to help our students and their families grow by the cross.
- Express a zeal and passion for Christian education and sharing Jesus Christ with our students and their families.
- Have a servant's heart based in the servanthood of Jesus Christ.
- Be a member in good standing of a Lutheran congregation.

### ESSENTIAL FUNCTIONS

- Develop and execute development plan for MLEA and RLA.
- Track progress toward development goals; adjust goals as necessary in consultation with other team members.
- Communicate with our stakeholders, congregation members, donors, and staff in the most effective and efficient ways.
- Plan and execute special events.

### OTHER FUNCTIONS

- Work with other team members and attend monthly board meetings.
- Provide ongoing education to staff and board on ways to naturally insert a development mindset into their roles with RLA.

### KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- God's Word;
- Lutheran doctrine;
- The goal and purpose of Lutheran education; and
- All aspects of the development process.

Skilled in:

- Listening and building positive relationship with donors, member congregations, RLA staff, board and volunteers;
- Interpersonal verbal communication and presentation skills;
- Microsoft Office applications and donor management; and
- Grant writing, research, and generating reports for grants.

Able to:

- Oversee the multi-faceted detail-oriented aspects of a multi-level development program and work in partnership with many people, including the Board, staff, and volunteers; and
- Listen attentively to donors and gain their trust and support.

#### **EDUCATION**

- Bachelor's degree in relevant field.

#### **EXPERIENCE**

- Commensurate with the duties of the role.