



# WCA EMPLOYMENT OPPORTUNITY

For questions or to apply, contact our headmaster, Jim Whiteman:  
jwhiteman@westsideacademy.org

## **DIRECTOR OF RESOURCE DEVELOPMENT**

FULL-TIME

The Director of Resource Development will support the mission of WCA through godly responsibility for direction and implementation of support for WCA. The Director reports to the Headmaster and is part of the administrative leadership team.

### **Responsibilities:**

#### **Overall:**

- Build a development team of volunteers and part-time staff
- Oversee and develop our donor relations program
- Oversee the development and correct use of our donor data base
- Develop creative and meaningful ways of thanking donors
- Develop print and electronic means for general or specific fundraising
- Solicit and steward major and planned gifts along with the Headmaster

#### **Annual Campaign:**

- Develop and oversee the annual fund campaign, working with other staff, board and volunteers as needed

#### **Capital Campaign:**

- Direct and oversee the ongoing capital campaign for building expansion and improvement

#### **Alumni Society:**

- With the help of volunteers and staff, develop a plan to establish an alumni society

#### **Special Events:**

- Collaborate with staff on the management and planning of fundraising events and donor receptions

### **Qualifications:**

- A follower of Jesus Christ and personal agreement with our Statement of Faith
- Professional development or related experience with a proven track record of consistently reaching goals through a variety of activities
- Excellent communication skills, both oral and written
- Demonstrated ability to establish and maintain effective working relationships
- Professional demeanor
- Demonstrated ability to work independently
- Personal enthusiasm, optimism, and sense of humor
- Competent with spreadsheets and basic information technologies