



WCA EMPLOYMENT OPPORTUNITY

Interested candidates should send a cover letter and resume to
Dirk Russell, Head of School, at drussell@westsideacademy.org

DIRECTOR OF DEVELOPMENT

*This is a full-time position that requires 40 hours per week.
Vacation days given include school holidays and three weeks in the summer.*

The Director of Development supports the mission of WCA through godly oversight, collaboration, and implementation of all activities related to donor relations and development, marketing and communication, and admissions. The Director reports to the Head of School and is part of the administrative leadership team.

RESPONSIBILITIES

Development

- Oversee and further develop donor relations to increase our base of loyal support
- Provide oversight and support of donor database to ensure the information is accurate and up to date
- Solicit and steward major and planned gifts along with the Head of School
- Develop, implement, maintain, and expand all fundraising initiatives including the annual fund and planned giving programs
- Provide leadership and support to all fundraising special events and donor receptions (*grandparents day and club, homecoming, etc.*) developed to support the school's annual fund and special projects
- Ensure donors are thanked, appreciated, and invited in to deeper relationship with the school
- Solicit major gifts for capital improvements and expansion and ensure both Capital Campaign and Annual Fund campaigns are mutually supporting.
- Develop and oversee an alumni society for keeping in touch with our graduates and encouraging them in their walk with the Lord
- Create and implement a comprehensive effort to communicate to and work with area churches and their pastors concerning student enrollment, fundraising, and ministry opportunities

Marketing & Communication

- Implement and oversee a multifaceted communications strategy including the use of email, website, social media platforms, and print media to raise community awareness and messaging of school stories, news, and events
- Cultivate appropriate media attention for the school
- Collaborate with graphic designer in creating marketing materials

Admissions

- Work with the Admission Director to implement a comprehensive marketing strategy to recruit new mission fit families
- Work with and support the Admission Director to create and/or update Admissions materials used for recruitment of new mission fit families
- Coordinate with Admissions and the school principals to implement a strategy to increase student retention

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WCA Mission Statement: Partnering with Christian parents, Westside Christian Academy equips students with a Biblically integrated, academically excellent, classical education so that they engage the world with the truth of the gospel and the love of Christ, near and far, across generations. To learn more, explore our website at westsideacademy.org



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SECONDARY RESPONSIBILITIES

- Serve as a member of the leadership team and the Board's resource development committee
- Where possible, serve the student body as a compass group leader, chapel speaker, and other opportunities
- Serve on appropriate Board and school committees as assigned by the Head of School
- Supervise development team

QUALIFICATIONS

- A follower of Jesus Christ and personal agreement with our Statement of Faith and lifestyle agreement
- Strong interpersonal skills with a demonstrated commitment to servant leadership
- Enthusiastic, visionary, encouraging, self-starter with a high energy level
- Knowledge of fundraising and marketing techniques related to the development of a K-12 school
- Strong critical thinking skills, including the ability to define problems, collect data, establish facts, and draw valid conclusions

As a PreK - 12 Classical and Christian school in suburban Cleveland, WCA is committed to quality instruction through the lens of a Biblical worldview in a nurturing environment. We use classical methodology that includes grammar, Latin, logic, rhetoric and daily instruction from God's Word. WCA is a family-oriented community, united by the bond of being Christ followers who desire our children to grow in godly character with a zeal for learning. To learn more, explore our website at westsideacademy.org