

Role of the Director of Advancement

Walther Christian Academy seeks an experienced professional to further its mission by leading fundraising activities designed to retain and increase philanthropic support. In the role of Director of Advancement, the successful candidate will have the opportunity to share stories of an expanding vision for Walther Christian Academy's academic, social, and spiritual impact on students. Reporting directly to the new Head of School / Principal, the Director will communicate, engage, and seek support from donors, prospective donors, alumni, parents, congregations and businesses.

As a member of the Academy's leadership team, the Director of Advancement plans and implements major gifts, annual and planned giving, and event-based components. He/She will create an advancement plan for building a sustainable set of expanding financial revenue sources to meet strategic priorities.

Walther Christian Academy is a faith-based, co-educational college preparatory school in the Lutheran tradition, located in the near-western Chicago suburb of Melrose Park, for student grades 6-12 who come from diverse backgrounds and from all over the Chicagoland area. An individual who has exemplary interpersonal skills, experience in a variety of fundraising, marketing and communications techniques, and who deeply values the Academy's commitment to nurturing and educating the total student, will find professional satisfaction in this lively, congenial environment.

Responsibilities of the Director of Advancement

- Lead, develop, and implement current major gift, annual fund, and planned giving fundraising components to meet goals.
- Drive the creation of a comprehensive, multi-year plan for resource development which integrates fundraising approaches with well-targeted, vibrant communications and marketing input.
- Manage a portfolio of major gift donors and prospects including individuals, foundations, corporations and congregations. Document activity with reports to demonstrate effort and outcomes.
- Identify and engage new individual, foundation, and corporate prospective donors. Cultivate and solicit individually or with board members and/or Head of School.
- Conduct annual fundraising appeals through expanded social media channels, along with direct mail, and alumni-driven fundraising efforts.
- Assist in the development and execution of alumni engagement strategies to promote involvement and enthusiasm about offering financial support to the Academy.
- Maintain a visible presence in the school community by participating in the planning of and attending events. Expand the cultivation and financial impact of events, such as homecoming, reunions, and annual dinner.
- Assist the Head of School in working with the Board of Directors, ensuring a strong awareness of advancement priorities by sharing plans, progress, and successes.
- Ensure donors are well stewarded by effectively communicating the impact of giving and a compelling future vision for the Academy.
- Create consistent and appropriately targeted advancement messages about the School in collaboration, when possible, with colleagues such as admissions and marketing/communications staff.
- Provide metrics for school leadership to document fundraising progress and assess efficacy.
- Work closely with CFO and Head of School to ensure fundraising policies, processes, and reporting align with required financial standards and best professional practices.

Qualifications and Experience

- The strongest candidates will have six to seven years of experience in the non-profit sector, with responsibility for implementing a variety of fundraising techniques including face-to-face solicitations. Other professional experience which may be relevant, when combined with strong affinity for faith-based secondary school education, could include service-oriented or mission-driven responsibilities in a different industry or sector.
- Experience building on the strengths of an existing program, e.g. annual fund or event-based fundraising, identifying opportunities for growth and expansion.
- Strong interpersonal skills with the ability to engage favorably with diverse groups of alumni, volunteers, and donors. Demonstrated success in asking people to contribute time and money is required.
- Familiarity with development office functions including gift processing, database management of prospect and donor information, and fundraising reporting.
- Good judgement, personal integrity, and a display of commitment to a Christ-centered approach to education and a respect for and knowledge of the Lutheran tradition of education.
- Ability to work in a collegial manner, contributing as a team member, and collaborating across the organization with integrity, transparency, and as needed, a good sense of humor.
- Strong written communications skills as demonstrated in proposals, fund raising materials, or individual correspondence.
- The drive to implement best fundraising practices and always incorporate the highest ethical standards including respect for donor privacy.
- Considerable familiarity with fundraising databases – the Raisers' Edge or Donor Perfect preferred.
- A bachelor's degree is required for this position; adherence to the AFP's Donor Bill of Rights; advanced degree or certification such as CFRE is a plus.

History, Purpose, and Direction of WCA

Walther Christian Academy is a 6th-12th grade college preparatory school that delivers a rigorous, high-quality academic experience in a Christ-centered environment. Located in Melrose Park, a near-western suburb of Chicago, we serve students from diverse backgrounds who come to us from all over the Chicagoland area.

The Academy is rooted in the long-standing tradition of Lutheran education in which quality academic preparation, high standards, and spiritual growth combine to prepare leaders, agents of change, and instruments of compassion in an evolving world.

Strong academics form the core of our school program. Our Middle School students benefit from an innovative STEM program and have access to high school level courses. Our 9th – 12th graders earn early college credit through a variety of AP courses as well as a dual enrollment program at Concordia University Chicago, where qualified students may take undergraduate courses on campus (in nearby River Forest, Illinois).

Beyond the classroom, students have access to a rich offering of extracurricular activities, including 15 varsity sports, 8 choirs and bands, and other clubs and activities like drama and Student Council. Walther graduates go into the world well-prepared for college and life, and join our vibrant and active alumni community.

Benefits include: Medical, dental and vision paid by employer

Title of Position:	Director of Institutional Advancement
Type of Organization:	Middle & Secondary School
Position:	Management
Reports to:	Head of School & Principal
Status:	Full-time
Website:	www.walther.com

INQUIRIES AND CORRESPONDENCE:

Mr. Tim Bouman, Head of School/Principal
Walther Christian Academy
900 Lake Street, Melrose Park, IL

Email: tim_bouman@waltheracademy.org

Include: Cover letter and resume by November 13

Salary Range: Commensurate with experience

Organization is an Equal Opportunity Employer