

Development Director Position Opening

Overview

Mars Hill Academy, a Pre-K through 12th grade classical and Christian school in Mason, Ohio, is currently seeking a Development Director for the Cincinnati and Southwest Ohio region. The Director will oversee all initiatives in our development and fundraising campaigns. This will include recruiting fundraising volunteers, securing financial contributions in support of our mission, individual donor cultivation, special event implementation, and working collaboratively with internal staff.

This position is based in Mason, Ohio. A competitive salary with benefits is offered.

We are a Christ-centered school whose Vision Statement is as follows: *To cultivate wise and virtuous men and women who glorify and enjoy God, faithfully applying the Lordship of Christ throughout all of life.*

Mars Hill Academy's Core Values, along with our Mission and other distinctives, can be found [here](#). The ideal candidate will embrace the Mission, Vision, and Core Values, and see the role of Development Director as finding and cultivating partners in the promotion of these values.

Responsibilities

Fundraising Strategy: Develop and execute comprehensive fundraising strategies to achieve overall goals, including identifying new funding sources, cultivating donor relationships, and diversifying revenue streams.

Donor Engagement: Cultivate and maintain strong relationships with individual, corporate, and foundation donors, ensuring regular communication, stewardship, and recognition. Conduct exploratory meetings and build relationships with giving partners. Use Raiser's Edge customer relationship management tool to appropriately document scheduled appointments and results.

Grant Writing: Lead the grant writing and proposal submission process, identifying relevant funding opportunities and preparing compelling grant applications.

Major Gifts: Identify and cultivate major gift prospects, working closely with the administrative team and board members to secure significant contributions.

Fundraising Events: Plan and execute fundraising events, including fall auction, peer-to-peer meal packing event, and donor receptions to maximize donor engagement and contributions. Manage event budgets, secure sponsors, and coordinate logistics to ensure successful events.

Volunteer recruitment, engagement, and recognition: Recruit volunteers from our dynamic community to participate in fundraising campaigns. Ensure high-level volunteers are recruited, then provided effective orientation, training, and development.

Identify and network with key donors and volunteers. Work collaboratively with volunteers and donors as well as internal staff to broaden our network and increase mission impact.

Work collaboratively with the Administration to accomplish the above.

Qualifications

- Three years of relevant experience in fundraising, including major gifts, event planning, and donor cultivation, or equivalent type experience
- Ability to do daily local travel up to 30%; requires access to reliable transportation at all times
- Must have at least basic knowledge and skill/proficiency with Microsoft Office, Outlook, Excel, PowerPoint
- Excellent written and verbal communication skills.
- Strong organizational and project management abilities.

Here are some of the preferred experience skills we are seeking:

- University/College degree or equivalent experience, preferred
- Experience managing and cultivating a team of volunteers and giving partners
- Knowledge of corporate and community networks
- Experience with fundraising software and donor databases, such as Raiser's Edge, Salesforce, or DonorPerfect, as well as experience with donor databases and online fundraising platforms.

Compensation & Benefits

Mars Hill Academy invests in its people. Here are the main components of our compensation package:

Compensation - Our goal is to ensure you have a competitive base salary. That's why we regularly review the market value of jobs and adjust as needed.

Benefits - We offer an array of benefits including medical, dental, vision, disability, and life insurance.

Professional Development - As a mark of our commitment to employee professional development, we also provide ample assistance for professional development opportunities both locally and nationwide. We also provide financial assistance to employees who wish to further their education and career in relation to their current duties and responsibilities.