



WCA EMPLOYMENT OPPORTUNITY

Interested candidates should send a cover letter and resume to

Jim Whiteman, Capital Campaign Director, at jwhiteman@westsideacademy.org

CAPITAL CAMPAIGN ASSISTANT

Part-time, begins immediately

Westside Christian Academy is seeking a part-time (30 hr) professional to assist in coordinating our multi-year Capital Campaign. This is an immediate opening with the right person beginning as soon as possible.

RESPONSIBILITIES INCLUDE (BUT NOT LIMITED TO)

- Coordinate:
 - All calendars and schedules related to the capital campaign
 - The scheduling and set up of committee meetings, providing needed support material
 - Weekly prayer meetings
 - Various events for donors and prospective donors
 - Milestone celebration events
- Handle confidential and sensitive information related to record keeping for donors
- Head a process of thanking and honoring gracious donors
- Oversee design and preparation of capital campaign materials such as case for support, invitations, and CC newsletters
- Prepare campaign reports and evaluations
- Conduct foundation/donor research pertinent to the campaign

QUALIFICATIONS

- A follower of Jesus Christ; alignment with our Statement of Faith and lifestyle agreement
- Very detail oriented
- Strong organizational and computer skills; excellent verbal and written skills
- Ability to work independently, collaboratively, and take initiative
- Friendly, conscientious, and professional demeanor; teachable spirit
- Personal enthusiasm, creativity, optimism, and sense of humor
- A passion for the mission and vision of WCA

REPORTS TO

Capital Campaign Director

WORK HOURS

Part-time, up to 30 hours per week; much of the work can be accomplished from home with flexible hours.

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