



WCA EMPLOYMENT OPPORTUNITY

Interested candidates should send a cover letter and resume to

Dirk Russell, Head of School, at drussell@westsideacademy.org

DIRECTOR OF PHILANTHROPY

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 Philanthropy supports the mission of WCA through godly responsibility for direction and implementation of our fundraising efforts. The Director reports to the Headmaster and is part of the administrative leadership team.

RESPONSIBILITIES

GENERAL:

- Oversee and develop a team of volunteers and staff to support and grow our fundraising efforts
- Oversee and further develop our donor relations program to increase our base of loyal support
- Oversee the best and accurate use of our donor database
- Develop creative and meaningful ways of thanking donors
- Solicit and steward major and planned gifts along with the Headmaster
- 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
- In all things, work in humility under our Lord and seek to honor Him in all relationships and efforts

REGULAR GIVING:

- Drive and oversee the annual fund campaign, working with other staff, board, and volunteers as needed. Meet the annual fund goal by December 31.
- Drive and oversee the Fidelis Society, monthly giving program, seeking to advance it by at least 10% per year. Ensure donors are thanked, appreciated, and invited in to deeper relationship with the school

CAPITAL CAMPAIGN:

- Work with Capital Campaign staff to ensure both Capital Campaign and Annual Fund campaigns are mutually supporting.
- Work to meet campaign goals
- Engage with assigned donor portfolio to meet campaign benchmarks

ALUMNI SOCIETY:

- Develop and oversee an alumni society for keeping in touch with our graduates and encouraging them in their walk with the Lord

ESTATE GIVING:

- Drive and oversee the Planned Giving program and initiatives

SPECIAL EVENTS:

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

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