



# KAMLOOPS CHRISTIAN SCHOOL

## Development Coordinator

### Job Description

The Development Coordinator collaborates with the leadership team of Kamloops Christian School to develop a culture of generous giving that is relationship-based and is aligned with the school's mission. The Development Coordinator's role is to promote the school's mission and to invite the KCS community to be part of the KCS mission through on-going financial support.

### Qualifications and Abilities:

- personal commitment to Christ that includes regular attendance at a church, and the individual practice of prayer, worship, and Bible study
- a strong commitment to Christian education, specifically the mission of KCS
- excellent relationship skills including the ability to listen to and connect with a diverse community
- excellent verbal and written communication skills
- excellent collaboration skills including the ability to contribute to group goals and initiate action
- knowledge and/or experience with annual and legacy giving programs and capital campaigns
- knowledge of legal requirements related to charitable donations
- minimum of a 2 year post-secondary program and/or relevant experience

### Job Specifications:

- part-time position for 20 hours per week for 40 weeks (school calendar) per year plus three weeks of employment in the summer
- flexible work schedule (evening or weekend hours as needed)
- on site work hours required with some ability to work remotely throughout the week
- annual salary range: \$23,000-30,000 depending on experience and qualifications

### Tasks:

- collaborate with the leadership team and Community Engagement Coordinator to develop, communicate, and implement a multi-year fundraising and giving plan (in alignment with the KCS Strategic Plan)
- develop relationships with donors within the KCS community and the broader Kamloops community
- intentionally and regularly organize and execute meetings with current, prospective and past donors for cultivation of current and future gifts
- plan, organize, and promote all fundraising programs in light of biblical principles for stewardship and fund development
- oversee the stewardship of gifts, including donor acknowledgement and recognition
- develop and coordinate annual community fundraising events
- coordinate and plan major annual fund
- plan for and assist in implementing capital campaigns in collaboration with the leadership team
- coordinate opportunities for corporate sponsorships
- develop and manage a planned (legacy) giving program
- collaborate with the Parent Action Committee (PAC) for the disbursement of PAC funds in alignment with the school's giving priorities
- attend monthly all-staff meetings, PAC meetings, community meetings (AGM), and Kamloops community events as needed