

Job Posting Notice

Advancement Director

Accepting resumes immediately
Internal posting for 5 days before external posting

Position Type: Director
Start Date: March 2025
Salary: Dependent on experience
Reports to: Superintendent
Hours: Full-time; 40 hours per week

Qualifications:

- Has a current BCI/FBI background check
- Has a strong testimony of relationship/faith in Jesus Christ
- Agree with Mansfield Christian's statement of faith and core values
- Understand and support the mission and purpose of Christian education
- Demonstrate exemplary interpersonal and communication skills
- Seek opportunities to collaborate with co-workers for the benefit of stakeholders

Responsibilities:

- Function as a key member of the Leadership Team, working closely with the Superintendent and other leaders to develop and launch the school's annual giving strategies/campaigns.
- Cultivate and maintain relationships to ensure ongoing financial support and engagement with MCS.
- Manage existing donors using systems and software, generate new prospects, and show appreciation to all those who give their time, talent, and treasure to MCS.
- Assist the Superintendent in planning and executing all capital campaigns to support specific school projects.
- Coordinates and oversees the school's Annual Fund campaign and SGO program.
- Make direct, face-to-face solicitations to meet annual goals.
- Provides oversight and consultation for any fundraising efforts initiated by school groups.
- Collaborate with the Communications and Marketing Director and Superintendent to build and foster relationships with MCS stakeholders that create a positive culture and strong donor relations.
- Participate and maintain strong public relations during school-wide functions, area networking events, and annual fundraising events.
- Participate in local service and networking organizations to build relations with community members and businesses.
- Serve as a member of the public relations committee, advancement committee, and other groups as directed by the Superintendent.
- Maintain an advancement calendar in conjunction with the school's master calendar.

Please submit a letter of interest and resume electronically:

Dr. Cy Smith, Superintendent, smith.cy@mcsflames.org

Employment at Mansfield Christian School is open to qualified individuals who are Christians of good character, without regard or reference to race, sex (gender), national or ethnic origin, color, age or disability. Mansfield Christian School is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with Mansfield Christian School's mission statement, and they must be willing to conduct their lives in conformity with the school's statement of faith, lifestyle statement, and the school's declaration and agreement to ethical and moral integrity.