

**Christian Heritage School**  
**Job Description - Advancement & Development Associate**

<b>DEPARTMENT</b>	Advancement
<b>REPORTS TO</b>	Director of Advancement
<b>CLASSIFICATION</b>	Exempt, Part-Time
<b>JD CREATION</b>	December 2025

**Job Summary**

The Advancement & Development Associate plays a key role in advancing the mission of Christian Heritage School by cultivating meaningful relationships with donors, alumni, and friends of the school. Working closely with the Director of Advancement and school leadership, this individual supports philanthropic growth through donor engagement, alumni relations, grant development, stewardship, and data-informed fundraising strategies.

This role is relational, strategic, and execution-oriented, requiring a high level of professionalism, discretion, and independent judgment. The Associate supports a culture of gratitude and generosity through high-touch donor engagement, thoughtful communication, and strong operational follow-through.

**Essential Functions** Essential functions of the job include but are not limited to:

**Donor & Alumni Relations**

- Cultivate and strengthen relationships with current and prospective donors through personal outreach, communication, and engagement opportunities.
- Lead and sustain meaningful connections with alumni, creating pathways for involvement, partnership, and long-term support.
- In collaboration with the Director of Advancement and Head of School, serve as a point of contact for key donors, ensuring individualized and mission-aligned stewardship.

**Fund Development**

- Research, identify, and assist in writing compelling grant proposals to foundations, corporations, and other funding partners.
- Collaborate with school leadership to align funding opportunities with school priorities and mission-driven initiatives.
- Participate actively in building and implementing an extensive major gifts initiative, identified as the "Next Generation Campaign".
- Assist in developing printed materials, donor communications, and social media content that support advancement goals.
- Support advancement-related events, volunteers, church partnerships, and community outreach activities, including occasional evening or weekend commitments.

**Database & Donor Software Management**

- Maintain accurate and up-to-date donor records using the school's donor management software.
- Track giving history, generate reports, and assist with data analysis to inform fundraising strategies and donor engagement efforts.
- Ensure integrity, confidentiality, and professionalism in handling donor information.

**Donor Stewardship & Communication**

- Support a high-touch donor engagement model that emphasizes gratitude, responsiveness, and personalized communication.
- Assist in coordinating donor recognition efforts, appreciation initiatives, and acknowledgment processes, including written and event-based expressions of thanks.

## **Donor Base Development**

- Assist in identifying and reaching out to new potential donors.
- Support initiatives designed to broaden the school's donor base through campaigns, events, and strategic networking.

## **Work Environment**

Duties are performed primarily in a school and office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

## **Physical Demands**

Moderate physical effort required, including sitting, standing, walking, and mobility throughout the campus. Occasional lifting, carrying, reaching, pushing, and pulling may be required.

## **Position Type and Expected Hours of Work**

This is a part-time, exempt position, averaging 20 hours per week, typically Monday through Friday. Occasional evening and weekend hours are required to support meetings, events, and donor engagement activities.

## **Education, Experience & Skills Qualifications**

### **Education & Experience**

- Bachelor's degree in communications, business, nonprofit management, or a related field.
- 3–5 years of experience in fundraising, donor relations, grant writing, or advancement-related roles.
- Prior experience in a school, Christian nonprofit, or mission-driven organization preferred.
- Demonstrated experience cultivating donor relationships or supporting donor stewardship initiatives.

### **Skills & Competencies**

- Excellent interpersonal and written communication skills.
- Strong organizational and project management skills with keen attention to detail.
- Ability to manage priorities independently within a part-time structure.
- Professional discretion and sound judgment when working with confidential donor information.
- Proficiency with donor management databases (e.g., Raiser's Edge or similar systems).
- Ability to represent Christian Heritage School compellingly with diverse audiences.

### **Personal Characteristics & Spiritual Qualities**

- A committed follower of Jesus Christ who seeks to live as His disciple, demonstrating ongoing spiritual growth.
- Active member in good standing of a local, Bible-believing church.
- Warm, relational, and professional demeanor with a heart for ministry and community building.
- Passion for Christian education and a clear understanding of its mission and impact.

*This job description is intended to describe the general nature and level of work being performed and is not intended to be an exhaustive list of all duties or responsibilities. Duties and qualifications may change at any time.*

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EMPLOYEE NAME

SIGNATURE

DATE