Director of Advancement
Northside Christian School
St. Petersburg, Florida

Our Mission and Vision:

At Northside Christian School, we don't just prepare students for the next grade — we prepare them for life and eternity. Every lesson, relationship, and experience is driven by truth and by excellence, so our graduates don't just succeed — they lead, serve, and stand apart in a world that needs them.

Here, mediocrity is not an option. From the earliest years through graduation, your child will be known, challenged, and loved by faculty who see their God-given potential and call them to something greater. Our classrooms are places of joy and discipline, curiosity and courage, where intellect and character grow side by side.

We partner with families who share our vision: to raise up young men and women who think critically, act compassionately, and lead with unshakable faith. We are rooted in TRUTH, driven by EXCELLENCE, living in SERVICE, and grounded in DISCIPLESHIP.



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Position Summary:

The Director of Advancement is responsible for leading Northside Christian School's comprehensive advancement program, including major gifts, capital campaign fundraising, donor relations, annual giving, advancement communications, community engagement, and related philanthropic activities.

The Director of Advancement serves as the school's senior advancement leader and is responsible for developing and executing strategies that strengthen philanthropic support for the mission, strategic priorities, and long-term financial sustainability of Northside Christian School.

A primary responsibility of this position is to lead fundraising efforts associated with NCS's current and future capital needs, including a goal of raising up to $15 million over the next five years. The Director will personally manage major-gift relationships, identify and qualify prospective donors, conduct cultivation and solicitation activities, and establish a sustainable pipeline of philanthropic support.

The Director of Advancement also provides strategic leadership to the Advancement Department, including team members responsible for development, donor relations, events, communications, marketing, social media, alumni engagement, community relations, sponsorships, and related advancement activities.

The Director of Advancement is expected to represent Northside Christian School professionally and authentically and to communicate the school's mission, vision, accomplishments, and priorities to donors, families, alumni, grandparents, foundations, businesses, churches, community leaders, and other constituents.



Essential Responsibilities:

Major Gifts and Capital Campaign:

- Lead the planning, implementation, and evaluation of a comprehensive capital campaign with a goal of raising up to $15 million over five years.
- Develop and execute strategies for identifying, qualifying, cultivating, soliciting, and stewarding major-gift prospects.
- Personally manage an active portfolio of qualified major donors and prospective donors.
- Establish and maintain a disciplined prospect-management process that moves individuals from identification and cultivation through solicitation, gift completion, and long-term stewardship.
- Conduct regular face-to-face meetings with donors and prospective donors.
- Develop individualized cultivation, solicitation, and stewardship strategies for significant prospects.
- Prepare and present major-gift proposals, campaign materials, and funding opportunities.
- Make or participate in significant gift solicitations, including six- and seven-figure opportunities.
- Work closely with the Head of School to identify relationships and opportunities where the Head of School's involvement will strengthen donor cultivation and solicitation.
- Engage School Board members and other key leaders appropriately in opening doors, cultivating relationships, soliciting support, and advancing fundraising priorities.
- Identify and pursue opportunities for foundation, corporate, church, alumni, grandparent, parent, and community support.
- Build a sustainable major-gifts program that extends beyond the current building campaign.



Advancement Strategy and Planning:

- Develop, implement, and regularly evaluate a comprehensive five-year advancement strategy aligned with the school's strategic, operational, and financial priorities.
- Establish annual fundraising goals, strategies, metrics, timelines, and accountability measures.
- Build and maintain a healthy pipeline of prospective donors at various giving levels.
- Strengthen annual giving while developing major, transformational, planned, and legacy giving opportunities.
- Develop strategies for planned giving, legacy giving, sponsorships, foundation support, corporate partnerships, and other appropriate sources of philanthropic revenue.
- Establish effective systems for donor recognition, stewardship, engagement, and retention.
- Maintain accurate donor and prospect records, including contact reports, commitments, gifts, pledges, restrictions, and stewardship activities.
- Ensure that advancement activities comply with applicable laws, ethical standards, school policies, and accepted fundraising practices.
- Provide regular advancement reports, campaign updates, pipeline reports, and recommendations to the Head of School and appropriate Board leadership.
- Use data and analysis to evaluate fundraising performance, donor engagement, campaign progress, and future opportunities.



Donor and Community Relations:

- Serve as one of Northside Christian School's primary ambassadors within the school and broader community.
- Develop and maintain authentic, long-term relationships with donors, prospective donors, alumni, grandparents, parents, community leaders, foundations, churches, and businesses.
- Communicate the mission, vision, accomplishments, needs, and future priorities of Northside Christian School clearly and compellingly.
- Create meaningful opportunities for constituents to experience the school and understand the impact of Christian education.
- Develop and strengthen a culture of generosity, gratitude, and stewardship throughout the NCS community.
- Ensure that donors receive timely, thoughtful, personalized, and appropriate acknowledgment and stewardship.
- Coordinate donor visits, briefings, tours, events, recognition opportunities, and other engagement activities.
- Monitor donor satisfaction and address concerns or issues in a timely and professional manner.



Advancement Department Leadership

- Lead, supervise, develop, and provide strategic direction to the Advancement Department.
- Establish clear departmental priorities, goals, responsibilities, performance expectations, and accountability measures.
- Supervise and coordinate team members responsible for areas including:
    1. Development and donor relations
    2. Special events
    3. Marketing and communications
    4. Social media and digital communications
    5. Alumni and community engagement
    6. Sponsorships and partnerships
- Build a collaborative, accountable, service-oriented department focused on advancing the mission of Northside Christian School.
- Ensure that departmental activities are coordinated, appropriately resourced, and aligned with institutional priorities.
- Evaluate departmental structures, processes, technology, staffing, and resource needs and recommend improvements when appropriate.
- Recruit, train, coach, evaluate, and retain effective advancement personnel.
- Establish regular communication and coordination among advancement staff and with other school departments.
- Manage departmental budgets and resources responsibly.



Communications and Institutional Advancement:

- Provide strategic oversight of external messaging and advancement communications.
- Ensure that NCS communicates a consistent, accurate, and compelling institutional story across print, digital, social media, events, donor communications, and community outreach.
- Partner with the Head of School and other school leaders to develop and maintain the school's case for support and campaign messaging.
- Ensure that communications effectively demonstrate the impact of giving and reinforce the school's mission, vision, values, and strategic priorities.
- Use storytelling strategically to deepen engagement among donors, families, alumni, grandparents, churches, foundations, businesses, and community partners.
- Coordinate advancement communications with fundraising priorities, campaign milestones, donor interests, and stewardship needs.
- Review and approve advancement-related communications and materials as appropriate.
- Ensure that donor communications are accurate, timely, professional, and consistent with school policies and brand standards.

- **Leadership Collaboration:**
- Serve as a member of the school's administrative leadership team as determined by the Head of School.
- Work closely with the Head of School, Finance, Admissions, academic leadership, athletics, student life, and other departments to ensure that advancement priorities support the school's broader strategic plan.
- Partner with the Director of Finance to ensure that gifts, pledges, restricted funds, campaign commitments, donor records, acknowledgments, and financial reports are appropriately documented, processed, reconciled, and communicated.
- Assist the Head of School and Board leadership in developing relationships with significant donors, foundations, businesses, churches, and community partners.
- Provide leadership with meaningful data regarding fundraising progress, donor engagement, campaign performance, advancement opportunities, and areas requiring attention.
- Participate in strategic planning, budget development, institutional initiatives, and other leadership activities as assigned by the Head of School.

Qualifications:

Required:

- Bachelor's degree from an accredited institution.
- Significant professional experience in fundraising, advancement, development, philanthropy, or a closely related field.
- Demonstrated success personally cultivating, soliciting, and closing major gifts.
- Experience developing and managing relationships with high-capacity donors.
- Strong executive presence and exceptional interpersonal, written, and verbal communication skills.
- Demonstrated ability to build relationships across a wide variety of constituencies.
- Experience leading employees and managing a multifaceted department or team.
- Strong organizational, project-management, and follow-through skills.
- Ability to develop strategy while personally executing the work required to achieve results.
- High degree of discretion, professionalism, integrity, and emotional intelligence.
- Ability and willingness to work occasional evenings and weekends for donor meetings, events, school activities, and other advancement responsibilities.

Strongly Preferred

- Experience with a significant capital campaign.
- Demonstrated involvement in securing six-figure or seven-figure gifts.
- Experience within an independent school, Christian school, university, foundation, ministry, healthcare system, or sophisticated nonprofit advancement operation.
- Experience building or significantly expanding a major-gifts program.
- Knowledge of donor databases, CRM systems, prospect research, and moves-management practices.
- Experience working collaboratively with executive leadership and governing boards.
- Experience developing planned giving, legacy giving, foundation, corporate, sponsorship, or partnership programs.



Compensation & Benefits:

Northside Christian School offers a comprehensive benefits package and a competitive salary. Final salary will depend on several factors, including a candidate's qualifications, skills, education, and experience.

Interested Persons Contact:

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All inquiries and nominations are kept confidential

Mission Alignment

As a Christian educational institution, Northside Christian School seeks employees who personally embrace and support its Christian mission, Statement of Faith, and biblical values.

The Director of Advancement must demonstrate a mature Christian faith and possess the ability to authentically articulate the mission of Christian education to donors, families, employees, Board members, and members of the broader community.