



Development Coordinator

7301 Sardis Road – Charlotte, NC 28270 – (704) 366-5657 – (704) 366-5678 Fax – www.charlottechristian.com

Reports to: Director of Development

12 Month Position

General Qualifications:

1. Evidence a mature personal Christian faith consistent with the Charlotte Christian Statement of Faith.
2. Evidence understanding of and a commitment to the distinctive qualities of Christian education as well as the mission of Charlotte Christian School.
3. Possess a bachelor's degree (required).
4. Minimum of 3 years' experience in a development setting preferred.
5. Experience with Blackbaud products.
6. Evidence strong organizational, communication, interpersonal and technological skills.

Primary Responsibilities:

1. Manage and oversee all activities of the Annual Fund to include direct mail solicitation, communications and marketing, timing and stewardship. Communicate updates to the Head of School and Director of Development regarding progress.
2. Directly manage the tennis tournament and Ladies Luncheon and other school development events as designated by the Director of Development.
3. Assist the Director of Development/Alumni Relations in executing Clay Shoot.
4. Oversee Raiser's Edge development database including entering gifts and pledges.
5. Ensure accurate record keeping of gifts, donor receipts and reports and assist in the yearly audit process.
6. Maintain confidentiality of records and information as required by the position.
7. Prospect research of potential donors and help assemble data for strategic cultivation and solicitation of major donors.
8. Engage in yearly professional development to gain knowledge of current and upcoming trends in development.
9. Perform other duties as assigned.

Personal and Professional Profile:

The ideal candidate will:

1. Be a born again Christian exhibiting a close personal walk with Jesus Christ: modeling and exemplary Biblical lifestyle and evidencing maturity in the understanding and integration of sound Biblical principles in classroom instruction and personal counseling.
2. Evidence a teachable spirit and general willingness to learn and grow.
3. Evidence strong communication skills, both written and verbal.
4. Demonstrate adeptness at problem solving and conflict resolution.
5. Evidence strong organizational skills and ability to finish tasks in a timely manner.
6. Demonstrate emotional maturity and stability in dealing with the challenges of life and school.
7. Evidence the ability to maintain confidentiality pertaining to school matters.
8. Evidence the ability to work collaboratively within a team.
9. Possess strong computer skills and familiarity with appropriate learning technology.
10. Have the ability to present a positive image of the school to others and to the community.

Mission Statement: Charlotte Christian School is a Christ-centered, college preparatory school, equipping and developing students to effectively integrate Biblical Truth and learning into their daily lives and to impact the culture for Christ.