

Job Description – Foundation Executive Director

The Oklahoma Christian School (OCS) Foundation seeks a Director to be based in Edmond, Oklahoma. The Foundation Director is a member of OCS's administrative team and will report to the Head of School. This person is responsible for leading the school's advancement/development program as adopted by the OCS Foundation Board and Board of Directors.

The Director will be responsible for developing and maintaining active and productive relationships with board members, donors, and administration. The Director will work in alignment with the school mission and in harmony with school administration.

Foundation Development Mission Statement: To work to originate, coordinate, and support the God-directed opportunities to increase the support given to OCS by connecting families and our community to the core of the OCS mission.

Development Office Goals:

- Christ-governed office
- Establish annual fund
- Communicate the OCS mission and Kingdom purposes
- Lead to establish and foster donor relationships
- Cultivate community support and stewardship
- Develop and implement tuition- assistance giving
- Cultivate alumni relationships
- Direct Capital Campaign(s)

Director Expectations:

1. Demonstrates personal faith in Jesus Christ, supports the OCS Statement of Faith including being an active member of a local church;
2. Understanding of and commitment to the mission and goals of OCS;
3. Articulate the philosophy of Christian education;
4. Bachelor's degree and substantive experience in fundraising for non-profit organizations;
5. Superb written and oral communication; public speaking and interpersonal skills;
6. Strong leadership skills, including the ability to motivate, coordinate, and teach people (many of them volunteers), at all levels of an organization;
7. Train and lead other staff to support fundraising and marketing efforts;
8. Write grant proposals and reports to corporate, foundations, and other funding agencies;
9. Develop and grow the school's individual donor base; manage annual giving campaign; cultivate major gifts;
10. Develop and implement comprehensive marketing and public relations strategy
11. Personal skills and ability to pursue contacts in the business community of Oklahoma and particularly the Oklahoma City metro area;
12. Ability to create and execute successful multi-faceted fundraising campaign.

Applicants should send a cover letter and resume to Oklahoma Christian School, c/o Dallas Caldwell, President/Headmaster <dcaldwell@ocssaints.org>. Mailing address P.O. Box 509, Edmond, OK 73083