

OUR REDEEMER'S CHRISTIAN SCHOOL

JOB DESCRIPTION

Job Title: Development Officer
Department: Administration
Reports to: Executive Pastor / ORCS Lead Team

A. OVERVIEW

The Development Officer is responsible to develop, implement, and manage a comprehensive strategy for the promotion and financial development of Our Redeemer's Christian School (ORCS) by securing funds for annual operations and ensuring that the school is effectively promoted to prospective families and the community as a whole.

B. FAITH ISSUES

The Development Officer shall:

1. Be a committed evangelical Christian and strive to maintain an exemplary Christian life.
2. View this position as a ministry advancing the Kingdom of God.
3. Be in harmony with ORCS's Statement of Faith.

C. PERSONAL QUALITIES

The Development Officer shall:

1. Be an individual of integrity, high moral character, and have a good reputation within the school, church, and community at large.
2. Be cheerful and display a positive personality.
3. Be calm under pressure and meet everyday stress with emotional stability, objectivity, and optimism.
4. Be able to maintain strict confidentiality.
5. Be a genuine "self-starter" – one who takes initiative while working within prescribed guidelines.
6. Bring a passion for excellence to his/her work.
7. Display the willingness and ability to effectively work under and be guided by the authority of the school administration and school board.
8. Display the ability to recruit, train, delegate to, motivate, and retain volunteers, including, and most importantly, the School Board.
9. Pursue strong professional relationships with community leaders, and other Christian Schools and their related development staff.
10. Ultimately, have the capacity to relate to people in such a way as to win their confidence and establish financial support for ORCS.

D. SALARY AND BENEFITS

This is a part-time, hourly twelve-month ministry position. The Development Officer is classified as a "regular, part-time employee" under the classification system established in the *ORCS Policy Handbook* and is expected to work an average of 10-15 hours per week. Additional benefits are provided in accordance with the policies contained in the *ORCS Policy Handbook*.*

*(*Employment policies contained in the ORCS Policy Handbook shall be the controlling documents with regard to employment related issues, such as compensation, benefits, employee conduct, etc.)*

E. SUPERVISORY RESPONSIBILITIES

The Development Officer does not have supervisory responsibilities regarding paid staff. The Development Officer will supervise volunteers and display the ability to recruit, train, delegate, motivate, and retain volunteers for various fundraising and marketing functions.

F. DUTIES AND RESPONSIBILITIES

1. Financial Development

- a. Develop, through a close working relationship with administration and the School Board, a thorough understanding of the mission, goals, operations, and particularly the financial needs and goals of ORCS. Be able to articulate this message clearly and persuasively in one-on-one conversations, in small groups, and to large audiences, and in written form.
- b. Draft for review and adoption by the School Board a Strategic Financial Development Plan. The plan will be developed and/or revised annually in conjunction with the school board's annual budgeting process. This plan to raise funds will identify specific dollar targets for use in annual operations.
- c. Assume responsibility for conceiving, designing, and implementing the necessary tactics in achieving the goals outlined in the above plan. Tactics here refer to, but are not limited to, such things as:
 - i. Creating, displaying, distributing, and presenting promotional materials to various constituent audiences.
 - ii. Working with the school administration in developing, implementing, and maintaining a marketing campaign to promote ORCS to the community.
 - iii. Organizing and implementing special fund-raising programs and events.
 - iv. Developing and maintaining a donor management system to track current and potential donors.
 - v. Developing and maintaining systems for appropriately acknowledging and giving recognition for gifts in various denominational amounts.
 - vi. Recruiting, training, and providing encouragement to large numbers of volunteers; who invariably are the individuals that not-for-profit organizations depend upon for success in meeting the organization's goals.
- d. Educate and leverage the School Board in tapping their personal resources and circles of influence within the community.

2. Marketing and Promotion

- a. Work with the school's administration to develop and implement ORCS's Strategic Marketing Plan, including working to develop appropriate marketing materials and tools to use in their communication with current and potential school donors.

G. LANGUAGE SKILLS

The Development Officer shall:

1. Communicate well, both orally and in writing.
2. Possess excellent skills in grammar, spelling, and word usage.
3. Be able to edit the work of others, if needed.

H. EDUCATION AND/OR EXPERIENCE

The minimum requirements for this position are a High School diploma. Experience in fundraising is preferred but not required.

I. COMPUTER SKILLS

The Development Officer will be proficient in the use of Microsoft 365, donor relations software, and any additional related database software.

OUR REDEEMER'S CHRISTIAN SCHOOL

Application for Employment

Development Officer

Today's Date: _____

Personal Information

Applicant's Name: _____
Last First Middle

Present Address: _____
No. Street City State Zip

If you have used a name in the past other than you listed above please list here

Telephone: Daytime: _____

Evening: _____

Email: Work: _____

Home: _____

Are you legally eligible for employment in the U.S.A.? Yes ____ No ____
(If "yes", verification will be required if you are offered this position.)

Current Position/Occupation: _____

Date available to begin work: _____

Education

List educational institutions attended beyond high school:

<u>Institution</u>	<u>Dates Attended</u>	<u>Degree(s) Earned</u>

What is/was your major?

What is/was your minor?

Please list below any additional education, training, or experience you have that qualifies you for this position. Include any licenses or certifications held, special skills that have been developed, etc.

List any professional organizations to which you belong:

Community Involvement

Please list examples of your recent involvement in the community:

Inter-Personal Spiritual Information

Give your definition of a Christian:

Are you a born-again Christian? _____ If “yes”, how long have you known the Lord as your Lord and Savior? _____ What is your testimony of salvation?

What is your denominational preference? _____

What is your church affiliation? _____

Pastor's Name: _____

Do you believe the Bible to be the verbally, fully inspired Word of God, our final authority in all matters of faith, conduct and trust? _____ Describe your present walk with the Lord, including your devotional life of Bible reading and prayer:

Describe your present level of involvement in the life of the church you attend. How active are you in ministry?

Why do you want to be a part of the ministry team at Our Redeemer's Christian School?

What do you believe is the unique function of Christian school education?

Do you see this position at Our Redeemer’s Christian School as long-term or short-term? (Please explain):

Do you view this position as a calling for you? (Please explain):

Describe your main strengths:

Describe your main weaknesses:

Employment History

Present Employer

Employer Name: _____

Address: _____

Supervisor or
Contact Name
(for reference purposes) _____

Telephone Number: (____) _____

Dates Worked: From: _____ To: _____
Month/Year Month/Year

Position Held: _____

Starting Salary _____ Ending Salary _____

Job Duties: _____

Reason for Leaving _____

Prior Employer

Employer Name: _____

Address: _____

Supervisor or
Contact Name
(for reference purposes) _____

Telephone Number: (____) _____

Dates Worked: From: _____ To: _____
Month/Year Month/Year

Position Held: _____

Starting Salary _____ Ending Salary _____

Job Duties: _____

Reason for Leaving

Prior Employer

Employer Name:

Address:

Supervisor or
Contact Name

(for reference purposes)

Telephone Number: ()

Dates Worked: From: To:
Month/Year Month/Year

Position Held:

Starting Salary Ending Salary

Job Duties:

Reason for Leaving

Personal References

Please list three (3) personal references (but not relatives) who are well acquainted with you.

Reference #1

Name

Address

City _____
State _____
Zip Code _____ Telephone (____) _____

Reference #2

Name _____
Address _____

City _____
State _____
Zip Code _____ Telephone (____) _____

Reference #3

Name _____
Address _____

City _____
State _____
Zip Code _____ Telephone (____) _____

Additional Information

Please use the space provided below to summarize any additional information that you feel may be useful in the evaluation of your application for employment.

[illegible]

Return completed application and resume to:

Jay D. Zimmerman, CPA, CGMA
Business Administrator
Our Redeemer's Church
700 16th Avenue SE
Minot, ND 58701-6707

Office: 701.838.0750
Mobile: 701.720.5587
Email: jjzimmerman@ourredeemers.org

PLEASE READ CAREFULLY AND SIGN BELOW

The information contained in this application is correct to the best of my knowledge. I understand that if employed, any false statement on this application may result in my dismissal.

I fully understand that nothing contained in this application or any pre-employment interview(s) is intended to be a contract of employment, nor does this application obligate the employer in any way.

If Our Redeemer's Christian School should decide to employ me, I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than an officer of the Corporation has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in writing signed by an officer.

I hereby authorize you to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

In making this application for employment I authorize you to make an investigative consumer report whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigative report that is made.

Signature of Applicant

Date