

## JOB SUMMARY

The Director of Advancement advances the mission of Agape Christi Academy through godly oversight, strategic leadership, and implementation of all activities related to fundraising, donor relations, institutional advancement, marketing and communications. Working in concert with parents and the church, the Director helps cultivate resources and relationships that support our distinctively Christian and classical education. The Director reports to the Headmaster and serves as a key member of the cabinet-level administrative leadership team.

## PRIMARY RESPONSIBILITIES

### **Fundraising and Donor Relations**

- Develop and execute a comprehensive fundraising strategy that supports our vision of providing a distinctively Christian education with challenging classical methodology
- Oversee and nurture donor relationships to increase our base of loyal, mission-aligned support who share our commitment to raising children in the nurture and admonition of the Lord
- Provide oversight of donor database to ensure information accuracy, proper stewardship, and strategic relationship management
- Partner with the Headmaster to solicit and steward major and planned gifts with humility and joyful service
- Develop, implement, and expand all fundraising initiatives including annual fund campaigns and planned giving programs that reflect our commitment to Christian stewardship
- Provide leadership for all fundraising special events and donor engagement opportunities (e.g., Grandparents Day, donor appreciation events, community outreach) that foster a community of camaraderie
- Create and implement personalized donor acknowledgment processes that deepen relationships with the school and demonstrate our gratitude for God's provision

**PRIMARY RESPONSIBILITIES—CONTINUED****Fundraising and Donor Relations—continued**

- Lead capital campaign efforts for campus improvements and expansion while ensuring alignment with annual fund initiatives
- Develop and oversee an alumni association program to maintain meaningful connections with graduates and encourage their continued Christian walk and cultural transformation through the gospel

**Institutional Advancement**

- Establish and maintain strategic partnerships with local churches, Christian organizations, and community leaders that strengthen our role as an extension of Christian families
- Create and implement outreach initiatives to communicate with area churches and their pastors regarding student enrollment, fundraising opportunities, and ministry partnerships that support our integrated biblical worldview
- Identify and pursue grant opportunities aligned with the school's mission of equipping students with a comprehensive, biblical worldview and classical education
- Represent Agape Christi Academy at community events and functions to increase awareness and communicate our vision for transforming culture through the gospel
- Help articulate the distinctive value of our holistic and challenging education that enables students to be effective in every good work to which God calls them

**Marketing & Communications**

- Develop and oversee a comprehensive communications strategy utilizing email, website, social media platforms, cold calling, and print media to enhance community awareness and share stories that demonstrate how our students are being equipped with a lifelong love of learning for God's glory

**PRIMARY RESPONSIBILITIES—CONTINUED****Marketing & Communications—continued**

- Cultivate appropriate media attention to highlight our distinctively Christian education that employs challenging classical methodology and content
- Collaborate with graphic designers to create compelling marketing materials that communicate the school's mission of helping students fulfill the commandment to love God with all their heart, soul, mind, and strength
- Ensure consistent branding and messaging across all platforms and communications that reflect our commitment to a biblical worldview and the training of students to discern truth from lies using the standard of God's written word

**Enrollment Management Support**

- Partner with the Admissions team to implement effective marketing strategies for recruiting families who share our commitment to raising children in the nurture and admonition of the Lord
- Support the creation and updating of admissions materials that clearly communicate our rigorous education that challenges students to work hard in the pursuit of academic excellence without treating it as an idol
- Collaborate with school leadership to implement strategies for increasing student retention by fostering a caring and orderly environment rooted in the gospel
- Help communicate our vision for a joyful education that employs faculty who love God, love the students, and are committed to excellence in teaching

**SECONDARY RESPONSIBILITIES**

- Serve as an active member of the leadership team and relevant board committees
- Participate in the school community through opportunities such as mentoring students, speaking in chapel, or other appropriate roles
- Serve on designated committees as assigned by the Headmaster
- Supervise development team members and volunteers

**QUALIFICATIONS**

- A committed follower of Jesus Christ with personal agreement with Agape Christi Academy's Statement of Faith and lifestyle covenant
- Strong interpersonal skills with demonstrated commitment to servant leadership and the fulfillment of the greatest commandment to love God and neighbor
- Enthusiastic, visionary approach with a self-starting entrepreneurial spirit that models a lifelong love of learning for God's glory
- Bachelor's degree required; advanced degree preferred
- Experience in fundraising, development, and marketing, preferably in a classical Christian or independent school environment
- Proven track record of successful donor development and fundraising with integrity and Christian stewardship
- Excellent verbal and written communication skills that can effectively articulate a comprehensive, biblical worldview
- Strong critical thinking abilities, including problem-solving skills and strategic planning capabilities that align with our classical methodology
- Demonstrated ability to discern truth from lies using the standard of God's written word
- Passion for classical Christian education and ability to articulate how it trains students to transform culture through the gospel to the glory of God

**TIME REQUIREMENTS**

This is a full-time cabinet-level position that may require activity beyond standard hours when necessary for events and donor engagement. The position includes school holidays and negotiable vacation during summer break.



# AGAPE CHRISTI ACADEMY

**CULTIVATING FAITHFUL LEADERS IN THE LOVE OF CHRIST**


Our school supports families in discipling students in the Lord through a classical Christian education. We embolden students to develop and invest their God-given talents for the growth of the Church, the good of the world, and the glory of God.

Agape Christi is an independent, classical Christian School offering Pre-K to Grade 12 classes. It is governed by a Board of Directors who are elected by the parents of the school. Founded in 2013, Agape Christi has been growing steadily, adding grades as the population increases.


2025-26  
ENROLLMENT

PK-8  
123

9-12  
20

 952-856-0103

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**HEADMASTER**

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MEMBER: ASSOCIATION OF  SCHOOLS CLASSICAL CHRISTIAN