



Development Associate

Reports to: Superintendent

Role: The Development Associate advances the school's mission through energizing, organizing and executing successful fundraising events. This is a part-time, seasonal role, focused mainly on the Legacy of Faith event.

Spiritual Requirements:

- Evidence of a committed and mature faith in Jesus Christ
- A belief that the Bible is God's inerrant and infallible word
- Evidence of active church attendance and membership at a church whose statement of faith is consistent with Central Christian Church
- Agreement with CCA's Mission, Core Values, Purpose and Statement of Faith
- Agreement with CCA's employee lifestyle statement
- Willingness to serve as a Christian role model as outlined in the CCA employee handbook
- Willingness to set an example of prayer, Bible study and unity in Christian fellowship
- Commitment to resolve professional and personal conflict biblically

Responsibilities:

Legacy of Faith

- Lead all aspects of the Legacy of Faith fundraising event
- Secure and manage volunteers sufficient to make the event a success.
- Collaborate with volunteers, faculty, or staff, providing clear communication and expectations
- Ensure successful event coordination by supervising and training all involved
- Work with CCA and CCC to schedule facilities, equipment, and any other items needed for each event
- Responsible for communicating with CCC Purchasing Agent, Security Team, Tech Team, Maintenance, and any other on-campus personnel involved in each event
- Ensure event details are properly communicated, both externally and internally, in a timely fashion to encourage strong attendance/participation
- Work with the Advancement Team to create, implement, and process surveys for each event

Communications

- Assist in the content promotion of the event on CCA's website and through social media
- Collaborate with the Advancement Team to develop marketing materials/strategies and strong communication practices

Education, Certification, and Experience Requirements:

- Bachelor's degree or higher in related field

- Energetic and confident, with a proven track record as a flexible, highly collaborative individual with strong interpersonal, verbal, written, presentation, and computer skills.
- Ideal candidate will have a positive, approachable demeanor
- Experience in development preferred

Working Conditions & Physical Requirements:

- Primarily office environment with the ability to engage in the community as required
- The ability to stand, walk, sit, kneel, bend, reach, grip, climb, push, pull, or carry for a duration of time. Ability to lift 25 pounds. The ability to use fine motor skills, including tactile, while performing a task.

ACKNOWLEDGEMENT

I acknowledge that I have read the job description and requirements for the Development Associate position and I certify that I can perform these functions.

Employee/Applicant Signature: _____ Date: _____

Supervisor/Hiring Manager: _____ Date: _____

This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor will be required to follow any other instructions and to perform any other related duties as assigned by appropriate administrator. Central Christian Academy reserves the right to update, revise or change this job description and related duties at any time.

Click [here](#) to apply.