



Position: Donor Relations

Job Description: The Donor Relations associate will create and implement a strategic plan for developing relationships with donors, friends, and alumni of Chapel Hill Christian School to fund special programs, projects and capital improvements. This team member will represent Chapel Hill Christian School and the mission/vision of CHCS to prospective partners. A passion for excellence, and a desire to increase the support base at Chapel Hill Christian School is required.

Work Schedule: Part-time, with Full-time growth potential, year round

Location: - Both Campuses(Mostly South Campus)

Qualifications:

- Has accepted Jesus Christ as Lord and Savior
- Integrity, credibility, and a commitment to CHCS' mission
- Bachelor's degree preferred
- Experience working in school and/or the nonprofit sector preferred
- Experience using personal computer required; knowledge of donor management systems preferred
- Flexible, personable and self-starter; able to multitask while also being detail-oriented; highly organized and willing to work with a team
- Strong communication skills a must

ESSENTIAL COMMUNICATION SKILLS:

Ability to communicate, establish and maintain effective working relationships with students, parents, colleagues, administration, donors and the community. Ability to speak clearly and concisely in written or oral communication. Ability to perform duties with awareness of school requirements and policies. Ability to effectively present information to administration, staff and the Board as needed.

Reports to: Jackie Mathews- Lead Administrator

Application: Interested applicants may submit the following to ccunningham@chapelhillchristianschool.org

- A detailed resume containing employment and education history with a minimum of three references.
- A statement of Personal Testimony of a relationship to Jesus Christ as Savior.