



GRACE INTERNATIONAL SCHOOL

ENABLE | EQUIP | CULTIVATE

JOB DESCRIPTION

Job Title: Development Director

Category: Full-time/ Non-Thai

Division: Superintendent

Reports to: Superintendent & Board

Supervises: Development Instruction Division Personnel

POSITION PURPOSE & DESCRIPTION

This position reports directly to the Superintendent. The Development Director is responsible for leading the school's fundraising and promotions program the Board of Trustees. The Officer will also be responsible for developing and maintaining active and productive relationships with the Board, Senior Leadership team, donors and constituents. Plans, directs, and coordinates all Development activities, major fundraising activities and special projects, by performing the following duties personally or through a team. They will work closely with the Grace International Education Foundation (GIEF) and Grace International School Educational Foundation (GISEF) as partners.

GENERAL QUALIFICATIONS

- Minimum of 3 years of experience in Christian organization fundraising
- Ability to create and implement a strategy to identify funding sources in grants, individual donations, planned giving mechanisms and capital campaigns
- Experience of success in identifying and securing major donor gifts
- Basic communication skills in writing and speaking to constituents and potential donors
- with ability to create reports, newsletters and donation asks
- Skills in relating, reporting and training CEO, board and constituents.
- Exhibits basic skills in budget preparation and planning with goals that are realistic, consistent and measurable.

SKILLS

- Ability to create and implement Capital Campaigns for major projects
- Demonstrates success and understanding of how to identify grant opportunities and write grants
- Understanding of the field of planned-giving with knowledge of the various giving mechanisms.
- Ability to work as a leader and as part of a team.
- Teamwork mentality having ability to create vision and to empower his/her team.
- Ability to create reports, newsletters and donation asks
- Demonstrates public relation skills
- Identifies and assists in recruiting talented staff
- Has ability in building and casting vision

CHARACTER QUALIFICATIONS AND EXPECTATIONS

Trustworthy Culture

- Develops and maintains positive and healthy relationships
- Communicates effectively in both speech and writing.
- Is culturally sensitive.
- Models integrity and honesty.
- Is able to listen and respond appropriately.
- Addresses and deals effectively with conflict when it arises.

Talent Management

- Makes it a priority to develop his/ her staff members
- Has the ability to have difficult conversations for the sake of growth and to bring out the best in people.
- Has the ability to create opportunities for growth and to empower his/her staff.

High Impact Strategy

- Makes a commitment to a Christ-integrated education.
- Has the ability to rally people around the vision of the school.
- Has consistent, high expectations for excellence.

Innovation and Involvement

- Has the ability to work in a collaborative and innovative way with diverse personalities to define and achieve common goals.
- Encourages intelligent risk-taking and learning through mistakes
- Challenges the status quo courageously.

Authentic Christian leadership

- Models a consistent walk with Jesus Christ in attitude, speech, and actions.
- Submits respectfully and demonstrates loyalty to authority.
- Exercises decisive leadership with humility.
- Represents the school in a favorable and professional manner.
- Is a relational leader who is present and approachable; knows what is going on in each division
- Goes directly to the person/s concerned when questions and problems arise.
- Assumes responsibility for the personal professional growth of the staff.

Clarity and Accountability

- Maintains a robust and rigorous evaluation through data analysis with the ability to develop clear strategies for improvement.
- Ensures that overall objectives of the division are being met.
- Communicates clearly the goals and expectations for staff behavior.

CHRISTIAN CONDUCT/ MORAL PURITY

At Grace International School (GIS), a staff member's most important function is to serve as a Christian role model. Therefore, all staff members are expected to adhere to Biblical moral standards. Grounds for dismissal include, but are not limited to, abuse and neglect, sexual harassment, participation in adultery, fornication, homosexuality, use of pornography, drunkenness or other substance abuse, dishonest business practices, or insubordination. A staff member's conduct should be above reproach when judged by New Testament standards and should be reasonably inoffensive in the local culture. Staff members are also expected to be a part of a weekly local church community and to be a part of a weekly GIS morning prayer time and/or a weekly regularly scheduled prayer times with another faculty member(s).

GENDER STATEMENT

- We believe in the historic biblical view of marriage. For those who choose it, marriage reflects God's best when it is a lifelong commitment between one man and one woman. (Mark 10:1-12)
- We believe singleness, for those who choose it, is a gift to be celebrated and supported within the GIS community. Those called to singleness experience the rich benefits of a life focused on God. (I Cor. 7)
- We believe in the historic biblical view of gender identity. We believe humans are created to be uniquely male and female, each created in God's image.(Gen. 5:2, Mt. 19:1-12). When men and women live out of these God-ordained identities, humanity flourishes. (Gen. 1:27-28) Alternative identities, behaviors and lifestyles lead away from the knowledge of God and life. (Romans 1:18-32)

PROFESSIONAL CONDUCT

As professionals, employees at GIS will be expected to:

- Support GIS's Statement of Faith, Christian Unity Statement, Christian Conduct and Moral Purity Statement, Philosophy of Education, Abuse, Neglect and Harassment Prevention policy, and all other written policies and regulations.
- Abide by the decisions of the Board of Trustees and the administration.
- Refrain from discrediting the ability or conduct of other GIS colleagues and seek to support one another in all issues.
- Keep all matters regarding a colleague or student confidential
- Be familiar with and abide by all policies outlined in the Personnel Handbook; and, as applicable, the Parent, Student, and Member Organization Handbook.
- Respect the local traditions and customs of Thailand.

GIS reserves the right to discipline any staff member for behavior at any time that would bring reproach upon the school.

MAIN TASKS AND RESPONSIBILITIES

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Regular duties include the following. Other duties may be assigned by the Superintendent.

Fund Raising

- Establishes long-range goals for various thrusts in fundraising
- Establishes short-term goals for Development Team
- Creates and implements a strategy for Development Team
- Researches public and private grant sources (agencies, corporations and foundations) to identify potential funding.
- Organizes capital campaigns (major donors and direct mail).
- Will help co-ordinate and run the Phase 2 campus capital campaign.
- Develops and implements parent and student-based fundraising programs.
- Collaborates with the Board of Trustees on Policy Governance 4.7.6 (The Boards active role and involvement in funding activities).

Major Donor and School Relations

- Cultivates relationships with potential major donors with intent to lead them toward advocacy.
- Cultivates donors by producing specialized correspondences, preparing letters of acknowledgment, scheduling and attending in-person visits.
- Connect with other international schools to keep abreast of developments and changes in the international school culture in Chiang Mai.
- Strengthen relationships with the Thai community, increasing the diversity of stakeholders in order to solidify the presence of the school in Chiang Mai.
- Assist the people of Thailand in understanding how the school is a benefit to their society.
- Assist in keeping relationships with Mission Organizations to promote intentional and effective ways to build ongoing relationships with the major mission organizations that provide students and staff to Grace.
- Be willing to travel and meet alumni abroad. Develop strong links with them and enlist their help in the future.
- Lead tours on the GIS campus to promote the vision, mission, and values of the school as needed.