



WESTMINSTER CHRISTIAN ACADEMY

237 Johns Road/Huntsville, AL/35806

JOB TITLE: DIRECTOR OF DEVELOPMENT

POSITION OVERVIEW:

Westminster Christian Academy is seeking a dynamic and experienced Director of Development to provide vision, leadership, and strategic direction for all fundraising and donor engagement activities. Reporting directly to the Head of School, the Director will serve as a key member of the senior leadership team and oversee a comprehensive development program—including annual fund, major gifts, corporate and foundation giving, planned giving, special events and capital campaigns. This role will work closely with the Head of School, Chief Financial Officer, and Advancement team to design and achieve ambitious fundraising goals to support and advance the mission of Westminster. This is a full-time position offering a competitive salary and benefits package. If you are a motivated and experienced fundraising professional with a passion for Westminster's mission and making a lasting difference, we encourage you to apply.

KEY RESPONSIBILITIES:

- Create, implement, and manage a comprehensive fundraising plan to meet Westminster's annual revenue goals.
- Identify, cultivate, and solicit major gift prospects, as well as corporate and foundation donors.
- Plan and execute special events that engage the Westminster community and generate philanthropic support.
- Lead and mentor a team of fundraising professionals, fostering a culture of excellence, collaboration, and innovation.
- Partner with the Communications team to develop compelling donor communications, marketing materials, and stewardship campaigns.
- Collaborate with the Head of School and Chief Financial Officer to align fundraising strategies with Westminster's vision and priorities.
- Track, analyze, and report on fundraising metrics to evaluate success and adjust strategies as needed.

QUALIFICATIONS:

- Bachelor's degree in nonprofit management, business administration, or a related field.
- Minimum of 5 years of experience in nonprofit fundraising, with a proven record of success in major gifts, corporate and foundation giving, special events and capital campaigns.
- Excellent written and verbal communication skills, including the ability to craft compelling donor communications and marketing materials.
- Strong leadership and team management experience, with a demonstrated ability to inspire and guide fundraising staff.
- Proven ability to build strong relationships and work collaboratively with staff, leadership, and volunteers.
- Experience with fundraising software and donor databases.
- A deep, personal commitment to Westminster's mission, vision, and values.