

## Job Description:

### Director of Community & Donor Relations

Riverside Christian School is seeking a **Director of Community & Donor Relations** to support and help lead engagement efforts during an active capital campaign while also strengthening ongoing donor and community relationships that support general operations. This part-time role is ideal for a relational, organized individual who enjoys building meaningful relationships with donors, families, and community partners while helping advance the mission of Christian education.

**Position Type:** Part-time (approximately 20+ hours per week)

**Location:** On-site at Riverside Christian School

**Reports To:** School Board Chairman & Capital Campaign Leadership

#### Position Overview

The Director of Community & Donor Relations plays a key role in cultivating relationships, supporting donors, coordinating campaign activities, and ensuring clear and consistent communication throughout the capital campaign and beyond. This position serves as a central point of contact for donor outreach, campaign coordination, and ongoing relationship stewardship in support of both campaign and operational needs.

#### Key Responsibilities

- Build and maintain positive, trust-based relationships with donors, families, alumni, and community partners
- Conduct donor outreach, including phone calls, emails, and in-person meetings
- Track pledges and assist with follow-up on commitments and payments
- Support coordination of the capital campaign timeline, milestones, and activities
- Organize and assist with donor meetings, events, and presentations
- Work closely with campaign leadership to prepare materials, updates, and progress reports
- Maintain accurate donor records and campaign documentation
- Serve as an on-site representative for donor and campaign-related questions and communication

#### Qualifications

- Strong interpersonal and written communication skills
- Highly organized with strong attention to detail and follow-through
- Comfortable engaging donors and building long-term relationships
- Ability to manage multiple tasks while meeting deadlines
- Experience in fundraising, development, community relations, or nonprofit work preferred
- Familiarity with faith-based or educational environments is a plus

### **Why Join Riverside Christian School**

This role offers the opportunity to make a meaningful and lasting impact on the future of Riverside Christian School by helping advance a significant capital campaign while supporting the school's ongoing mission. The position provides flexibility while allowing the individual to work closely with a mission-driven leadership team committed to Christ-centered education and community growth.

### **Riverside Christian School's Mission Statement**

Riverside Christian School exists to provide a Bible-based education, centered on Christ, equipping students for a lifetime of learning, leadership, service, and worship.

