

Job Title:	BSYEF Executive Director	Supervises:	Assistant and Volunteers
Reports to:	Foundation Board	Date:	November 2023

Job Description

ROLE AND RESPONSIBILITIES

The Director is responsible for advancing the financial partner relationships and initiatives in service of Billings Christian School and Montana Bible College. He/she communicates the values and vision of Billings Christian School and Montana Bible College to the community and constituents. The Director will work on projects related to partnerships (individuals, families, churches, companies, and foundations), events, and fundraising. The Director will help build new partnerships and maintain existing ones. The cultivation of long-term financial partners will be central to this position, along with the maintenance of partner information and acknowledgment of gifts. He/she will be the main contact/coordinator for all BSYEF fundraising efforts. This position will work closely with the Foundation board members, the BCS Head of School, and the MBC President to cultivate donors. The goal will be to advance the missions of the school and college through the provision of funding via a God-glorifying stewardship approach. This position is partnered with a full-time assistant so that the Executive Director can delegate appropriate tasks/responsibilities.

QUALIFICATIONS

- Imbued with a deep sense of the mission and culture of the schools; a person of strong faith
- Prefer experience in philanthropy (especially in Christian schools)
- Excellent communication, computer, and database skills
- Someone who excels in relationships; builds healthy and lasting connections; tact in dealing with people at all levels
- Understands, believes, and articulates a Biblical stewardship perspective of fund-raising and ministry to financial partners
 - Excellent project management and follow-up skills (e.g., ability to take ownership of solicitation groups and develop fund-raising strategies)
- Skilled at managing and motivating volunteers to meet goals
- Strong attention to detail; accuracy a must
- Has inherent zeal for exceeding goals (competitive and self-motivated, with “fire in the belly” to excel daily)
- Able to work under pressure and meet deadlines
- Assumes that “no” means “not yet”
- Implacably optimistic
- Communicates, inspires, and educates the community about the critical needs of the school and how financial partners can support the school through philanthropic investment
- Is committed to his/her professional growth and renewal
- Displays an innate ability to show respect for and honor the dignity of all financial partners, regardless of gift level, and communicates with a loving/nonjudgmental perspective

EMBRACE OF UNIQUE RELATIONSHIP

- The Foundation is the legally supporting entity of BCS and MBC. All three are distinct 501c3 organizations and are governed by their respective boards.
- There are three distinct fundraising “buckets”: BCS (giving specifically to BCS, such as the Warrior Fund and the BCS Benefit Auction via the banquet); MBC (giving specifically to MBC such as the individuals and churches who regularly support the ministry, give scholarships, etc.); and the Foundation (giving to the Foundation for the initiatives and campaigns it designates for the benefit of the schools such as campus development, funds for program development/expansion, etc.).

Support For Development Office

- CFO Office - Gift processing/recording/receipting (coordinating with school staff)
- Foundation Board, Head of School, & President - coordinate to help with major financial partner visits
- School staff - Help with website updates, creating and disseminating communications, assisting with constituent databases

Area of Responsibility:	Expected Outcomes:
Financial Partner Relations and Stakeholder Communications (15%)	<ul style="list-style-type: none"> • In conjunction with the Head of School, College President, and board members, educate and inspire all constituent groups (school families, volunteers, school board members, school staff, alumni, churches, and the community) regarding 1) the mission of the schools, 2) the Christian philosophy of education, and 3) the principles of God-honoring funds development. • Create and lead an annual Development Plan to meet ongoing goals set forward by the Head of School, College President, and Foundation Board. • Create promotional materials and regular communication to tell the story of the schools and draw people to join in supporting their missions. • Represent the schools to both the internal and external constituencies.
Long-Term Gifts Planning (5%)	<ul style="list-style-type: none"> • Develop information to educate donors on long-term giving opportunities such as endowments and planned giving through wills. • Develop processes for receiving endowment funds and planned gifts.
Fundraising Coordination (60%)	<p>With the board</p> <ul style="list-style-type: none"> • Educate, train, and lead the Board in the Golden Rule Cycle (prayer, ask, thank, relationship, report, celebrate - with the student always at the front). • Assist the Board in the stewardship of the school's financial partners. • Accompany the board members with solicitation visits. • Train Board Members in healthy solicitation that builds relationships of integrity. • Bring regular updates for any campaign and identify the key metrics to watch. • Research possible grant opportunities and submit applications as appropriate. • Celebrate this enormously important group of volunteers. <p>With Donors</p> <ul style="list-style-type: none"> • Cultivate partners and pre-partners and ensure all major partners are optimally cultivated – acquiring, renewing, and upgrading partners. • Create and maintain a financial partner profile for each partner. • Create the Case for Support that will be the central message that will connect the heart of the partner with the mission of the schools and engendering generosity. • Bring stories that illustrate impact and success. • Be the lead solicitor for the schools. <p>With the Head of School/President</p> <ul style="list-style-type: none"> • Assist with all fundraising tasks. • Filter all requests for fundraising to ensure they meet the schools' standards/objectives. • Deal with the logistics of donor acknowledgment and gratitude. • Monitor pledges outstanding with the CFO office. • Create each year's Annual Report. • Provide regular news updates for calendars and newsletters. • Coordinate with CFO on policies and procedures for receipting, acknowledgments, reporting, solicitation, and pledge management to ensure efficient and effective flow of information into and out of the development office. • Maintain a list of lead gift partners and develop those relationships.
Foundation Administration (5%)	<ul style="list-style-type: none"> • Facilitate the workings of the Board (i.e., Prepare Board agendas in consultation with the Board president, send out notices of Board meetings, prepare minutes, and attend Board meetings) • Participate in orienting new Board members and arrange training opportunities for new board members • Provide overall direction for the training, guidance, and supervision of all staff and volunteers in the development office

	<ul style="list-style-type: none"> • Assure compliance with all pertinent federal, state, and local laws, relevant contractual obligations, and recognized professional organizations' reporting standards • Provide regular reports to the Board • Maintain a schedule of events/tasks 		
Financial Partner Database & Recognition Oversight(5%)	<ul style="list-style-type: none"> • Oversee the database maintenance of all past and prospective financial partners to include past giving and contact information. Partner Profiles need to be developed/maintained for all major partners. • Oversee completion of contact reports to record the outcomes of contacts along with specific follow-up plans. • Oversee the inflow of gifts, including appropriate recognition and thanking of partners. This oversight includes cash gifts, pledges, and gifts-in-kind. • Coordinate and implement an annual campaign of solicitation among constituents. • Oversee the maintenance of the alumni databases with current contact information. • Maintain the giving sections of the websites. • Ensure Alumni are communicated with regularly. 		
Church Relations (10%)	<ul style="list-style-type: none"> • Establish and nurture a healthy two-way relationship with regional churches. • Regularly and strategically represent MBC in church worship services and assist the President in doing the same. 		
Evaluation:			
<i>Annually by BSYEF Foundation Board</i>			
Reviewed By:		Date:	
Approved By:		Date:	