



Eastside Christian School

Job Title: Director of Development

Position: Non-exempt staff; part time (and flexible hours)

Reports to: Principal and School Board

Salary: \$40,000+ dependent on experience and part time percentage

Closing Date: When filled

Apply now at: <https://ecswa.org/employment/>

Eastside Christian School (Bellevue, WA near Bellevue College) is seeking a talented, creative, and engaging Director of Development to map out and implement a long term model for growing the financial base of the school. Major responsibilities of this position are directly managing all annual and capital fundraising efforts, including the yearly auction.

Who We Are:

Eastside Christian School (located near Bellevue College) is focused on providing a strong academic program in a Christian setting to 315 preschool through 8th grade students. Our shared passion for the Lord and our efforts to integrate a Christian worldview into everything we do are fundamental to the daily functions of the school.

Essential Functions of this Position:

- Work closely with the ECS School Board and school leadership to implement a measurable and strategic annual development plan.
- Spearhead the school's capital campaign efforts.
- Coordinate ECS's fall Eagle Legacy Fund and spring Auction efforts.
- Evaluate the effectiveness of fundraising efforts .
- Attend all ECS Board meetings and Director meetings at the school.
- Perform other duties as assigned.

Education & Experience:

- Bachelor's Degree from an accredited four-year college or university.
- Experience as a developer and/or fundraiser preferred.
- Experience working in the non-profit field preferred.
- Experience in event planning preferred.

Qualities desired in this position include:

- Strong personal Christian faith with a desire to work in a Christian environment.
- Loves being around kids.
- Experience and/or training in long-term development planning and implementation.
- Excellent verbal and written communication skills.
- Attention to detail for planning and coordinating meetings and events.
- Proficient with development software or able to learn programs quickly.
- Interpersonal and collaborative leadership skills that bring people together.
- A strategic thinker who works independently by managing time efficiently, setting priorities, taking initiative, and handling multiple projects effectively.
- Flexibility, maturity, and a good sense of humor.