

**FIRST BAPTIST ACADEMY  
DIRECTOR OF ADMISSIONS & DEVELOPMENT**

**REPORTS TO:** Head of School

**DIRECT REPORTS:** Registrar, Admissions & Development Admin Assistant, Marketing & Sports Information Coordinator

**POSITION OBJECTIVE:** Major responsibility of the position is to advance the school's mission through planning, organizing, implementing and promoting programs, activities and publications intended to attract new students and financial support for the operations, capital and endowment needs of First Baptist Academy.

**QUALIFYING CHARACTERISTICS:** The employee is a Christian with an authentic and a mature personal relationship with Jesus Christ in both his or her professional and personal life with a calling and commitment to Christian education. Must have excellent communication and computer skills; tact in dealing with people at all levels. Ability to manage multiple tasks without direct supervision.

**EDUCATIONAL AND EXPERIENCE REQUIREMENTS:** Extensive administration experience in an independent or Christian school setting preferred. Advanced degree in education or a related field preferred, but not required.

**ESSENTIAL JOB DUTIES:**

- Manage the Department Administrative Assistant and provide oversight to TAPT.
- Supervise and evaluate all admissions and fundraising process and programs: Capital, annual, and planned giving; research and stewardship; alumni affairs programs. Provide overall direction and coordination of advancement program.
- Garner capital commitments to the school through identification, cultivation, solicitation and stewardship of significant donor prospects.
- Serve as staff support for the Development Committee (Advisory Committee).
- Oversee school communication program including publications, website and public relations efforts.
- Oversee school alumni programs.
- Serve on the Leadership Team.
- Represent the Head of School on designated issues.
- The above description covers the most significant duties performed, but does not exclude assignments not mentioned.

**PHYSICAL REQUIREMENTS:** Must be able to meet physical requirements of the position.

**EXEMPT STATUS:** Exempt, salary

**WORK SCHEDULE:** 12 month per contract, Flexible work schedule.

**Date Prepared:** January 2018

**Prepared by:** Dr. Ray Casey