



Position Title: Executive Director of Development

CCA Background

Columbus Classical Academy, a Hillsdale College Curriculum School opened in August of 2023, is the first private, classical, K-12 school in the central Ohio region. CCA is seeking a qualified, passionate, and highly engaging individual to serve as its founding Executive Director of Development, responsible for managing the founding capital campaign, establishing a development office, and handling ongoing fundraising activities for the school.

Skills and Abilities

- Mission Alignment and Character
 - Passionate commitment to the principles of classical, K-12 education
 - Exhibits personal integrity, professionalism and high moral character
 - Discrete and diligent in the handling and storing of confidential information
 - Strong work ethic and flexibility in cases of urgent matters
 - Entrepreneurial spirit and willingness to perform numerous tasks
 - Professional demeanor and appearance
- Donor Engagement
 - Engaging and warm personality, eager to represent the school and the community
 - Excellent interpersonal skills and emotional intelligence
 - Ability to engage publicly and present to groups of all sizes
 - Ability to build authentic relationships across all levels of donors and constituents

Communication

- Ability to engage donors and volunteers positively by phone, e-mail, and in person. Clear, direct, and respectful communicator, both orally and by the written word
- Responsive and timely with all communications
- Administration
- Organized, efficient, and disciplined in the management of multiple tasks and in their timely completion
- Experienced with Google workspace, Microsoft Office suite, Bloomerang and/or other donor management systems

Duties and Responsibilities

- Work with Headmaster and Board to coordinate and execute on CCA's founding capital campaign and annual campaign
- Design and ensure attainment of fundraising development activities through the implementation of cost-effective fund development programs
- Develop solicitation programs tailored to the needs of CCA and the wants of the community donors
- Build long term relationships with key donor segments and the community
- Provide recognition of donations, and develop, implement, and maintain programs that attract, return and motivate donors
- Develop external financial reports and documents



- Create processes and procedures for development office, in collaboration with Headmaster and Administrative Assistant
- Manage donor database, gift processing and acknowledgement, reporting, and donor/ prospect research
- Cultivate donors through phone, e-mail, and in person engagement
- Collaborate with administration and the board of directors in planning and hosting events

Minimum Qualifications

- A bachelor's degree
- A commitment to classical, K-12 education
- At least 1 year experience in customer service or sales, or administrative/managerial experience
- Professional and positive attitude; high comfort level engaging with people

Application

The start date for this position is immediate, and will be located in Columbus, OH. Please indicate your interest in this position and submit supporting documents to Headmaster Dan Gibson at dgibson@columbusclassical.org.