



Christian Life Academy

Job Description

April 2026

Job Title:	Development Manager	Department:	Development
Reports To:	School Administrator	FLSA:	Full-Time Exempt-Salary
Job Purpose:	The Development Manager has the overall responsibility to lead all activities related to recruitment, fundraising, and marketing of the school.		

Essential Duties and Job Responsibilities:

- Have a thorough understanding of the ministry of the school.
- Lead all efforts related to recruitment and marketing of the school, including advertising.
- Develop, implement and maintain strategic funding opportunities utilizing avenues such as EITC, SPE, tuition aid, QCD, matching gifts, grants, campaigns, etc.
- Communicate and interface with churches, businesses, and personal donors.
- Hands-on manage donor related information in FACTS
- Maintain all pertinent development files in an orderly manner.
- Oversee and direct all volunteers within the Development and Fundraising areas.
- Communicate regularly with the administrator.
- Develop and maintain business networking.
- Assist with the development and distribution of the quarterly newsletter (The Vision).
- Develop and provide recommendations to the BOA for special initiatives and funding campaigns.
- Speak at events, churches, and other development opportunities as needed.
- Organize or assist with all in-school events
- Create new and fresh ways to do events.
- Organize, implement, and oversee all fundraising activities.
- Promote advocacy within the school including attending virtual meetings with ACSIPA leaders and keeping families informed of ways to advocate for Christian Education and Private Education.
- Provide monthly reporting to board and attend board meetings as needed.
- Must be able to perform all essential functions of the position, with or without accommodation.
- Other duties as assigned by the administrator.

Education and/or Qualification Requirements:

- Degree in a related field or equivalent experience.
- Exceptional interpersonal skills with the ability to interact effectively and professionally with donors, staff, and families. Must present an acceptable appearance as a highly visible representative of the school.
- Proficiency with basic computer skills and Microsoft Office.
- Ability to multi-task and organize.
- Must be able to maintain confidentiality and high ethical standards.
- Ability to travel locally as needed.
- Demonstrated commitment to the core Christian values of the school.