



Position Overview

The Development Director will spearhead fundraising, donor relations, marketing, and strategic growth initiatives at Harvest Christian School. This full-time, on-campus role manages annual, capital, and planned giving campaigns; cultivates and stewards relationships with donors, churches, alumni, and business partners; oversees grant writing, donor CRM, and stewardship communications; and produces regular development reports. The Director will lead feasibility work for potential site expansion, collaborate with leadership on budgeting and growth strategy, and represent the school at community and church events to advance Harvest's mission of faith-based, high-quality education.

Spiritual & Personal Qualifications

- A committed follower of Jesus Christ with a personal testimony of salvation
- Active member of a Bible-believing church, aligning with the school's Statement of Faith
- Demonstrates Christian character, integrity, humility, and servant leadership
- Life reflects biblical values both personally and professionally
- Full agreement with and support of Harvest Christian School's mission and philosophy of Christian education

Key Responsibilities

- Develop and manage annual, capital, and planned giving campaigns
- Cultivate relationships with individual donors, churches, alumni, and business partners
- Personally solicit major gifts; oversee stewardship through timely acknowledgments and impact communication
- Maintain donor database; track donations and engagement history
- Research and write grant proposals to foundations and corporations
- Lead stewardship efforts, including recognition events and donor communication
- Collaborate with leadership to promote school programs and successes
- Engage alumni through communication strategies and events
- Represent Harvest Christian School at community and church events

Additional Responsibilities

- Set and meet development goals aligned with school and board objectives
- Provide monthly reports to the Head of School and quarterly updates to the School Board
- Partner with administration on budgeting and financial forecasting
- Participate in board development and strategic planning sessions

Preferred Qualifications

- Bachelor's degree, preferably in nonprofit management, communications, marketing, business, or related field
- 3–5 years of experience in fundraising, development, or advancement (ideally in a Christian or education context)



- Strong written and verbal communication; comfortable with public speaking
- Proficiency in Microsoft Office and Google Workspace
- Highly organized; capable of managing multiple priorities and meeting deadlines
- Self-motivated, goal-oriented, and adaptable
- Experience with major gift solicitation and capital campaigns
- Proficient with donor CRM software (e.g., FACTS Giving, DonorPerfect, Tithe.ly, etc.)
- Knowledge of Christian school funding models

Employment Details

- **Status:** Full-time (exempt)
 - **Schedule:** Monday–Friday, with occasional evenings/weekends
 - **Compensation:** Competitive, based on qualifications and experience; benefits included
 - **Location:** On-campus, with some local travel
 - **Evaluation:** Annual performance review by Head of School and Board
-

How to Apply

Please submit the following to rhankins@harvestpetaluma.org:

1. Resume (2-page max)
2. One-page testimony of your Christian faith journey
3. Cover letter expressing your interest and alignment with Harvest's mission

Harvest Christian School is committed to hiring staff who reflect Christ's love and excellence. We look forward to welcoming a Development Manager who will help us grow.