



# CROSSINGS CHRISTIAN SCHOOL

*DEVELOPING CHRIST-CENTERED SERVANT LEADERS*

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**Position:** Development Support

**Classification:** Salary, Non-exempt

**Division:** Development and Marketing Office

**Primary Reporting Relationship:** Development and Marketing Director

**Mission:** Partner with parents and church to develop students into Christ-centered servant leaders who are academically and spiritually prepared for college and life.

**Job Description:** The position of Development Support serves Crossings Christian School through communication efforts and platforms, special events, day-to-day needs in the Development and Marketing Office, and coordinating communication and events for CCS Alumni.

## **Employee Profile:**

- Acceptance without reservation of the CCS Statement of Faith
- A strong, clear Christian testimony
- A lifestyle that displays an ongoing personal relationship with God and a commitment to serve Him daily
- Consistent participation in a local church community
- Commitment to the CCS Mission and purpose

## **Spiritual Profile:**

- Models a consistent daily walk with Jesus Christ in speech, actions, attitudes
- Sets example of the importance of prayer, Scripture memorization and study, witnessing, and unity in Christian fellowship
- Implements biblical principles as they relate to the spiritual well-being of students, parents, and staff
- Follows Matthew 18 principle in dealing with students, parents, administration, and staff
- Shows support for the role of parents as primarily responsible before God for their children's education, and assists them in the task
- Encourages students to accept God's gift of salvation and grow in their faith
- Emphasizes to students the reality of their self-worth in Christ
- Foster spiritual growth in the lives of students through various means when appropriate and applicable

## **Professional Profile:**

- Cooperates with the board and administration in implementing all policies, procedures, and directives governing the operation of the school in addition to direct reports as stated on the organizational chart
- Maintains a clean, attractive, well-ordered workspace
- Accepts a share of responsibility for extra duties as assigned by Head of School and/or direct supervisor
- Utilizes educational opportunities and evaluation processes for professional growth
- Seeks the counsel of administration, colleagues, and parents, and is teachable
- Provides input and recommendations for administrative and managerial functions in the school
- Attends and participates in applicable scheduled devotional, committee, and faculty meetings

- Demonstrates knowledge of procedures for dealing with emergencies
- Contributes to the general improvement of the school program
- Cultivates positive relationships with parents, teachers, and students where applicable
- Communicates with staff, students, and parents effectively, clearly, and with grace

#### **Personal Profile:**

- Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality
- Meets everyday stress with emotional stability, objectivity, and optimism
- Exercises friendliness and consideration, treating students, parents, and staff without partiality
- Submits respectfully and is loyal to constituted authority
- Maintains a personal appearance that is a model of cleanliness, modesty, and good taste
- Uses acceptable and professional English in written and oral communication
- Develops and maintains rapport with students, parents, and staff to promote a positive learning environment
- Recognizes the need for good public relations while presenting the school in a favorable and professional manner to its constituency and the general public
- Demonstrates an appreciation and understanding of the uniqueness of the local community

#### **Responsibilities:**

- Assist with the development and storytelling of the mission through multiple communication platforms including Missio', newsletters, press releases, and similar projects
- Capture events for marketing and archival purposes through video and/or photography as needed
- Administer and support the social media calendar for official CCS social media accounts
- Support fundraising and school-wide events including Knightwalk, Annual Golf Tournament, Grandparent's Day, school-wide events, fundraising endeavors, and alumni events, etc. through planning and coordination efforts, database management, mailers, invoicing, and event date set-up and clean-up
- Overall support of day-to-day needs in the Development Office, specifically data entry and organization of projects including, but not limited to: CCS Annual Fund, CCS Endowment, Opportunity Scholarship Fund, and other CCS Development Office endeavors as needed
- Oversee the sale of pavers for Percival's Path for alumni, school families, and CCS stakeholders
- Maintain and facilitate the alumni database including detailed tracking of alumni attributes
- Assist in the development and communication of the CCS Alumni Association committee and officers, including the planning and coordination of reunions and recruiting and training class agents
- Increase engagement between the school and alumni
- Facilitate alumni communication and annual events including, but not limited to homecoming, graduation, and other annual alumni events/opportunities
- Obtain and coordinate alumni updates for annual Missio' magazine
- Oversee alumni outreach and communication (i.e., academic success, weddings, baby, etc)

#### **Required Skills and Abilities:**

- Bachelor's degree
- Exceptional written and communication skills
- Proficient in graphic design is a plus
- Strong organizational skills

- Ability to multi-task and prioritize
- Ability to work well with and alongside other team members