



Delaware Valley CLASSICAL SCHOOL

Excellence • Wisdom • Joy • Gratitude

POSITION DESCRIPTION: CAMPAIGN COORDINATOR

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| <u>Status:</u> | Staff - This is a part-time, approximately 20-25 hour per week role, with some flexibility to work from home and with the potential to grow into a full-time development/advancement position. |
| <u>Supervisor:</u> | Head of School; Campaign Chair. |
| <u>Start date:</u> | To be determined. |

About Delaware Valley Classical School

Delaware Valley Classical School (DVCS) is a classical Christian educational community of 196 students and 32 faculty and staff located in New Castle, Delaware. The school has roots dating back 30 years. At DVCS, we offer a robust K-12 education within the context of a partnership between parents and the school, with a view toward perpetuating the values of excellence, wisdom, joy and gratitude in our community.

Summary

In the spring of 2024, DVCS commissioned a pre-campaign study to determine the feasibility of moving forward with a capital campaign. DVCS engaged with a third party consultant to conduct this study, the results of which are leading us to launch a campaign. We need a staff person dedicated to campaign work, coordinating with the Campaign Chair and Head of School, helping to ensure the campaign is as successful as it could be.

Position Duties

- Schedule and confirm appointments and general calendar management;
- Fundraising data management;
- Communication with volunteers and staff to ensure tasks are handled and completed timely;
- Work with the consultant and the Campaign Chair to learn about development strategies and skills necessary to successfully cultivate donor relationships and have a successful campaign;
- Train other staff as necessary;
- Keep multiple tasks running concurrently and smoothly.
- Other duties as assigned and necessary for a successful campaign.

Ideal Candidate Characteristics

The ideal candidate will have a collegial, but focused style. The role will require a person who is able to manage details effectively (no detail is too small), has a keen analytical mind, is organized and communicates information clearly and plainly for all to understand. Ideal candidates should also bring the following qualities:

- A deep Christian commitment, agreement with the DVCS Statement of Faith, an active church life, and desire to minister to both colleagues and students.
- A vision and enthusiasm for classical Christian education. Prior experience and a demonstrated interest in fundraising and development is desired.
- Humility, emotional intelligence, and relational wisdom.
- Outgoing and inquisitive, with an ability to engage community members to promote the interests of the school.
- Persuasive oral and written communication skills.
- An excellent listener (“hearing” what is being said and not said), following up and probing effectively.
- Attention to detail and ability to be tenacious in following up on, with, and through planning.
- An ability to say “no” to those things which will not advance the campaign.

To apply for this position, please send a cover letter, resume, and three professional references to Anthony G. Urti, Head of School. aurti@dvclassical.org.

Delaware Valley Classical School does not discriminate in employment on the basis of race, color, age, biological sex, or national origin. DVCS reserves the right to hire only those qualified individuals who subscribe to the DVCS Statement of Faith and who agree to abide by the DVCS Employee Code of Conduct. Whenever consistent with its Christian mission, DVCS also complies with the requirements of the Americans with Disabilities Act of 1990 and comparable provisions of Delaware Law. The school reserves the right to use religion as a bona fide occupational hiring criterion, due to the mission and nature of our school as a faith-based institution, and in full compliance with all laws. The school reserves the right established by Delaware law to follow the tenets of its religion in establishing employment criteria.