



Delaware Valley
CLASSICAL SCHOOL

Excellence • Wisdom • Joy • Gratitude

POSITION DESCRIPTION: CAMPAIGN COORDINATOR

What We're Looking For

We're looking for someone to join our team at Delaware Valley Classical School to serve as a Campaign Coordinator. This part-time role (20-25 hours per week) offers flexibility to work from home and potential for growth into a full-time development position.

The ideal candidate will have a deep Christian commitment, enthusiasm for classical Christian education, and strong interpersonal and organizational skills. You'll work closely with the Campaign Chair and Head of School to ensure the success of our upcoming capital campaign.

Qualifications

- Deep Christian commitment, active church life, and desire to minister to both colleagues and students
- Vision and enthusiasm for classical Christian education
- Outgoing and inquisitive and ability to engage community members to promote the interests of the school
- An excellent listener who can hear what is and is not said, with the ability to follow up and probe effectively
- Ability to say "no" to those things which will not advance the campaign
- Curious and unafraid of sharing ideas

Responsibilities

- Manage campaign-related appointments, calendars, and fundraising data
- Coordinate with volunteers and staff to ensure timely completion of tasks
- Learn and implement development strategies to cultivate donor relationships and lead successful campaign
- Train other staff, and keep multiple projects running smoothly

Requirements

- Fundraising/Development management experience
- Willing to sign DVCS Statement of Faith
- Passion for classical Christian education
- Strong time management and planning skills
- Strong analytical skills

- Humility, emotional intelligence, and strong interpersonal skills
- Excellent listener and communicator
- Attention to detail and ability to follow up tenaciously
- Familiarity with spreadsheets and CRM

Nice to Have

- Prior experience with classical Christian education
- Bloomerang

Why Work for Us

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.

What We Offer

- Competitive salary
- Flexible hours and ability to work from home
- Potential to grow into a full-time position
- Annual Tuition reimbursement

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.