



Job Title: Director of Development		Reports to: Director of Advancement	
Worker Classification: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Temporary <input type="checkbox"/> Part-time <input type="checkbox"/> Contract		Compensation: <input checked="" type="checkbox"/> Salary <input type="checkbox"/> Hourly	
Organizational Supervision: <input checked="" type="checkbox"/> Tier A <input type="checkbox"/> Tier B <input type="checkbox"/> Tier C <input type="checkbox"/> Tier D		Fair Labor Standards Act: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	
		Annual Duration: <input type="checkbox"/> 10-Month <input type="checkbox"/> 11-Month <input checked="" type="checkbox"/> 12-Month	
		Work Location: <input checked="" type="checkbox"/> On-Site <input type="checkbox"/> Hybrid <input type="checkbox"/> Remote _____% on-site	

Position Summary

The Director of Development supports the mission and ministry of Concordia Lutheran Schools of Omaha by leading and executing all fundraising, donor engagement, and stewardship initiatives. Working under the direction of the Director of Advancement, this position requires a strong leader to manage programs and strategies that build a culture of philanthropy among parents, alumni, congregations, and the broader community.

Position Responsibilities

Fundraising & Donor Relations

- Develop, implement, and evaluate annual giving campaigns, major gifts efforts, and special fundraising projects.
- Cultivate and steward relationships with current and prospective donors, ensuring timely recognition and ongoing engagement.
- Oversee donor communications, acknowledgments, and impact reporting.
- Collaborate with the Director of Advancement to identify, solicit, and close major gifts.
- Steward donor relationships and identify potential Legacy Giving prospects.

Events & Campaigns

- Plan and execute fundraising events such as galas, auctions, reunions, and other donor engagement opportunities.
- Support capital campaign and endowment initiatives through prospect coordination, research, and follow-up.

Data & Systems

- Oversee management of donor databases (e.g., Raiser's Edge, DonorPerfect, or similar) to ensure accurate recordkeeping, reporting, and analytics.
- Track key performance metrics for fundraising programs and provide regular progress reports to the Director of Advancement.

Communications & Collaboration

- Partner with Marketing and Communications staff to ensure consistent messaging in appeals, newsletters, and online platforms.
- Collaborate with faculty, coaches, and ministry leaders to identify funding priorities and communicate impact stories.
- Represent the Advancement team at school and community events.

Professional Expectations and Requirements

1. Bachelor's degree required; CFRE or related credential preferred.
2. Professional fundraising experience, preferably with experience in campaigns, major gifts, and planned giving introductions.
3. Demonstrated success in donor cultivation and solicitation.
4. Strong written and interpersonal communication skills.
5. Proficiency in technology use, including Google Workspace, fundraising databases, and Microsoft Office Suite.
6. Alignment with the mission and values of Concordia Lutheran Schools of Omaha

Skills Necessary

1. Excellent interpersonal and relational-building skills
2. Strong and proven verbal and written communication skills
3. Strong leadership, management, and organizational skills
4. Ability to motivate and positively excite staff, volunteers, and donors
5. Ability to plan, set priorities, and implement work in a disciplined manner to keep multiple projects progressing to completion simultaneously with minimal direction.
6. Ability to work collaboratively and effectively with a wide range of constituencies, fostering teamwork and shared purpose.
7. Thorough knowledge of fundraising techniques
8. Ability to maintain a budget
9. Strong computer skills, including word-processing, spreadsheets, presentation creation, social networking, and web-based technologies; willingness to adapt and upgrade digital skills as needed, and ability to quickly learn and utilize new technologies.
10. Strong working knowledge of CLSO's fundraising software program (Raiser's Edge)
11. Enthusiasm and passion for the work of CLSO

12. Comfortable with a variety of working hours (days, evenings, weekends)
13. Comfortable with overnight travel
14. Valid driver's license and good driving record

Attributes of All Concordia Staff

Concordia Lutheran Schools of Omaha operates as a ministry of the Lutheran Church-Missouri Synod. Staff members, both called and uncalled, represent Concordia's ministry to the community and must:

1. Profess an active, Christian faith
2. Be loyal to the vision, purpose, and staff of Concordia Lutheran Schools of Omaha and seek to protect the unity among our staff and community
3. Demonstrate a Christ-like attitude through all interactions with donors, students, families, staff, and volunteers
4. Adhere to the Personnel Manual
5. Adhere to ethical development practices and abide by the ACF "Code of Ethical Principles and Practices"
6. Maintain the confidentiality of sensitive information

Benefits

1. Competitive salary and benefits package.
2. Opportunity to lead and shape the future of a respected Lutheran-based educational institution.
3. Supportive Board of Directors and a dedicated community of educators.
4. Professional development opportunities for continuous learning.

Application Process

Interested candidates should submit a cover letter, resume, and references to sarah.harper@concordiaomaha.org. Applications will be reviewed on a rolling basis until the position is filled.

Equal Opportunity Employer

Concordia Lutheran Schools of Omaha is an equal opportunity employer and does not discriminate based on race, color, national origin, sex, age, disability, or any other legally protected status.