



A *love* for God.

A desire to *learn*.

A commitment to *serve*.

Director of Community Development (FT) Job Description

Thank you for your interest at San Jose Christian School. Our mission is to advance the kingdom of God by providing exceptional teaching and curriculum fully integrated with Biblical perspective. Within our committed Christian community, we live to engage and transform culture for Jesus Christ.

At San Jose Christian, we teach students to develop a Biblical worldview where they are discerners and world-changers. We infuse faith into every aspect of our curriculum and challenge students to make a difference in their world, even now as students. If God is calling you to be a part of our mission and our team, we would love to get to know you better.

We are currently seeking an individual to fill a role for a Director of Community Development. This role impacts our marketing, admissions, and advancement efforts at SJCS. This position is full-time. Below you will find the preferred qualifications, a job description summary, and how you can apply for the position.

Preferred Qualifications:

- B.A. or Masters Degree Preferred
- Personal testimony and commitment to Christian faith
- Commitment to Reformed Christianity, SJCS mission, and SJCS core values
- Commitment to faith integration (SJCS Throughlines) in all lessons and roles
- Marketing / Communications / Fundraising Experience Strongly Desired

Job Description Summary:

- Model an exemplary Christian walk in speech and action.
- Admissions support
- Promotions – including website, marketing, serving on an ad-hoc Board committee
- Leadership and support of Administration
- Community Fundraising
- Communications with internal and external community (i.e. Tiger Tracks Newsletter, FACTS Family Portal, etc.)

- Focused on student retention, student acquisition, and creating new streams of income to fund school programs
- Learn all aspects of school history, culture, traditions, and values of the school; support the whole child's educational philosophy with faith integration, and firmly understand the past/current marketing communications
- Develop marketing strategy
- Provide promotional and marketing collateral support to school annual events such as admission showcases, tours, Walk-a-Thon, Auction, etc
- Collaborate with Head of School to implement donor cultivation strategies

HOW TO APPLY

1. [Please complete our job application](#). Once completed, please send the application and your resumé to the Chris Pinkham, Head of School at hos@sjchristian.org.
2. We also request that you have the [Clergy Recommendation Form](#) by your Pastor or appropriate church staff member.

Once we receive your Application, Resumé, & Clergy Recommendation, we will review and contact you regarding next steps. If you have any questions, you can contact the Chris Pinkham, Head of School at hos@sjchristian.org.