



WESTLAKE

CHRISTIAN ACADEMY

DIRECTOR OF DEVELOPMENT

275 S. LAKE STREET | GRAYSLAKE, ILLINOIS | INFO@WESTLAKECHRISTIANACADEMY.ORG

KEY QUALIFICATIONS

- A clear Christian testimony, spiritual maturity, and a deep commitment to Christian education.
- Previous experience in marketing and professional fundraising is preferred; Bachelor's degree (B.A. or B.S.) or equivalent required.
- Working knowledge of development principles, major gift solicitation and non-profit operations.
- Proficient with CRM/donor software; exceptional written and verbal communication skills.
- An organized self-starter motivated by challenges with a highly disciplined work ethic.

CORE RESPONSIBILITIES

- **Donor Development & Campaigns:** Plan, promote, and execute the Annual Fund, capital campaigns, and deferred giving programs. Oversee the donor database, tracking, and donor stewardship (acknowledgments, receipts, and recognition).
- **Strategic Partnerships:** Partner with the School Administrator and Board of Trustees to cultivate major donor relationships, facilitate board involvement, and engage alumni.
- **Grants & Corporate Support:** Research and apply for corporate and foundation grants; oversee the school's Athletic Sponsorship program.
- **Community Engagement:** Build and maintain strong relationship networks with staff, faculty, key volunteers, and local churches to advance WCA.

POSITION OVERVIEW

The Director of Development is responsible for defining and executing short- and long-term strategies to enhance donor relations, increase community brand awareness, and advance the mission of Westlake Christian Academy. This role collaborates closely with the Marketing team to share the school's story with strategic audiences.

ACCOUNTABILITY

- Reports directly to the School Administrator
- Evaluated annually

HOURS, HOLIDAYS, VACATION

The Director of Development is an exempt salaried, year-round, full-time position. This role offers the flexibility to work from home the majority of the time. While a dedicated physical office space is not provided on-site, the Director is required to be on-site at least once a week for strategic meetings and must have the flexibility for occasional special events. Eligible for school holidays, plus paid vacation and tuition discounts, per WCA personnel policy.

SCHOOL PROFILE

- Preschool-12th Grade
- Enrollment: 255
- Founded 1972
- Accredited by ACSI
- Recognized by ISBE