



Job Description

Director of Development

Briarwood Christian School (BCS), a ministry of Briarwood Presbyterian Church, located in Birmingham, Alabama, is a co-educational school serving over 1600 students in grades K4 through 12. The school exists to provide a Christ-centered transformational education that equips and inspires each student to glorify God by maximizing his or her God-given abilities.

BCS seeks to hire a Director of Development (Director) to begin immediately. The Director is responsible for the organization's annual development plan and the stewardship of advocates and donors. The Director drives all fundraising strategies for BCS, collaborating with school leaders, volunteers and board members to achieve revenue goals.

Position Classification

- Full time, 12-month, exempt
- Reports to the Chief Advancement Officer and, ultimately, the Superintendent

Responsibilities

Cultivate donor relationships and increase fundraising revenue:

- In conjunction with the Chief Advancement Officer, this Director has primary oversight for Briarwood's annual development strategy.
- Oversee the short and long-term strategic direction of the Development plan, including the solicitation and stewardship activities. This includes reevaluating the annual development plan each year.
- This person is responsible for a portfolio of donors, which includes the retention and/or upgrade of donors and the acquisition of new ones.
- Responsible for achieving revenue targets (\$1.65 million annually) by engaging donors in meaningful relationships. The primary areas of focus are individual giving through the Lion Fund and other alumni-based initiatives. Other revenue strategies may include but are not limited to soliciting corporate gifts, foundations, and various community partners.
- In collaboration with the Executive Team, determine the priorities for four pillars of the Lion Fund (Academic Excellence, Financial Aid, Student Life, and Spiritual Growth) each year.
- In collaboration with the Director of Admissions, lead the onboarding initiatives for new parents to cultivate relationships and help shape the culture of generosity.
- Seek understanding of capital project needs and solicit gifts for projects. Support any capital campaign initiative.
- In collaboration with the Director of Marketing and Communications, plan and execute the All In for the Lions Challenge, BCS's annual give day.
- Regarding grants, the Director will manage foundation relationships for existing partners and establish new partner relationships.
- Oversee the Advancement Communications and Events Manager's implementation of, the stewardship plan for Briarwood Christian School's constituents: parents, grandparents, alumni and friends, which includes four signature events (New Student Tailgate, Alumni Homecoming Tailgate, Grandparent's

Day Breakfast, PTF Appreciation Luncheon).

- Partner with school groups (PTF, Athletics, Fine Arts) and provide guidance on their fundraising initiatives such as booster memberships, sponsorship opportunities, online auction, fall festival and clay shoot.
- Oversee the volunteer committee for the John Lewis Wolf Memorial Tennis Tournament.
- Supervise and direct the performance of the Development Associate and Advancement Communications and Events Manager.
- Contribute to the production of IMPACT, the annual magazine of Briarwood Christian School.
- Contribute to a positive and enjoyable workplace.
- Other duties as assigned.

Minimum Qualifications

- Personal faith in Jesus Christ and ability to articulate that faith to others
- Must be a member in good standing at a local church
- Strong interpersonal skills with demonstrated commitment to servant leadership
- Exceptional written and verbal communication skills
- Bachelor's degree
- Minimum 5 years' experience in nonprofit or private school fundraising including experience in solicitation of individual gifts required
- Proven track record in scaling up a development team
- Ability to analyze data and build short and long term strategic plans
- Ability to connect and engage comfortably and naturally with others including cultivation and stewardship relationships as a donor-centric partnership
- Must be a strong collaborator, internally and externally
- Proficient in fundraising software and donor database systems and the analysis of this data
- Certified Fundraising Executive (CFRE) highly desired
- Successfully complete an ALSDE background check and MinistrySafe training (renewed every three years).

How to Apply

- Prepare a one-page cover letter naming the title of the opening and including a brief introduction, Christian testimony, church involvement and outline of your key attributes that you feel reflect your suitability for this position
- Prepare an up-to-date resume, listing all personal contact information, contact details of three references (who we will only contact after confirming with you), detailed educational credentials, and relevant work experience
- Submit your cover letter and resume to jlucas@bcsk12.org
- Select candidates will be asked to complete an online application by invitation only

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