



**Position Description**  
**Regional Advancement Officer**  
**West Michigan/Chicago**

**Purpose:** The Advancement Officer cultivates relationships with both individuals and groups who support Rehoboth Christian School through their prayers, finances, and talents. This means maintaining strong bonds with current donors, supporting churches, and volunteers. It also involves fostering new ties to the school and then shepherding them toward a deep love for our mission and vision that results in monetary giving, prayer support, and personal involvement.

**Reports To:** Director of Advancement.

**Signed Letter of Employment:** Employed on a 10-12 month contract with salary and benefits as approved by the Executive Director. Full-time employment to be based on 40 hours/week.

**Qualifications:**

1. Post high school education or training in business, marketing, or communications.
2. Experience in development or advancement, finance, sales, or customer relations. Experience in Christian Non-Profit Organization preferred.
3. Excels in relating to a wide variety of people and personalities.
4. Skilled in organization, scheduling, and time management; commitment to productivity.
5. Good written and verbal communications skills.
6. Ability to resolve conflicts in a mutually respectful manner.
7. Residence in West Michigan or Chicago/NW Indiana. Ability to spend multiple weeks per year on the Rehoboth campus to be immersed in the life of Rehoboth and the surrounding communities.
8. Ability to work from home office and spend multiple days each week visiting supporters.
9. Evidence of Christian commitment and testimony, commitment to Christian education and the mission of Rehoboth Christian School.

**Responsibilities:**

1. Cultivate Donor, Church and Volunteer relationships through regular visits and communication. Assigned list by Dir. of Advancement of 200-300 individual supporters.
2. Communicate current campaigns and needs to assigned donors and potential supporters.
3. Represent Rehoboth at events as assigned by the Director of Advancement.
4. Present Rehoboth to churches approximately 20 times per year including public presentation during church services and meetings with mission teams and deacons.
5. Promptly communicate gratitude to supporters through cards, phone calls, and visits.
6. Regular communication of goals and actions, including preparation of call reports to the Director of Advancement for entry into the database.
7. Represent Rehoboth's mission in word and deed in terms of: Identity in Christ, Biblical frame of reference, and Service that is Christ-like.
8. Other projects as assigned by the Director of Advancement.