

Great Plains Lutheran High School

Mission Advancement Job Posting

MISSION

Great Plains Lutheran High School provides a Christ-centered education to assist families in nurturing students as lifelong disciples of Christ.

POSITION TITLE

Mission Advancement Assistant

POSITION OVERVIEW

The GPLHS Mission Advancement Assistant works under the direction of the Director of Mission Advancement in planning, coordinating, and overseeing the execution of mission advancement efforts, including: fund development, data management, relationship development, communications and marketing, and professional development. The Mission Advancement Assistant develops and maintains relationships with others involved in the work of mission advancement, assisting in their work, maintaining confidentiality in regard to donor information, and encouraging excellence and professionalism in all aspects of our ministry.

ADMINISTRATIVE OVERSIGHT

The Mission Advancement Assistant will report directly to the Director of Mission Advancement and work jointly with the Director of Mission Advancement and President in the discharge of their duties.

QUALIFICATIONS

The Mission Advancement Assistant of Great Plains Lutheran High School shall exhibit the following qualifications:

1. Uphold the teachings of Scripture and the WELS and as such be a positive role model.
2. Have a passion for Christian education and uphold the mission of GPLHS.
3. Be able to see new opportunities for growth and development and be willing to pursue them in keeping with biblical principles.
4. Have an understanding of the biblical principles of stewardship, and be able to apply them to the programs which share and support the ministry of GPLHS.
5. Possess strong communication skills, both written and verbal, which can be used to advance the mission of GPLHS.
6. Have general computer knowledge and be able to work with Word, Excel, and Publisher or their equivalents, as well as other related programs and social media platforms.
7. Be skilled and confident in meeting people and explaining programs in a public or private setting.

8. Possess a good measure of the following characteristics: organized and attentive to details, insightful and creative, not easily discouraged, persistent and prompt.
9. Be able to manage multiple tasks and projects simultaneously.
10. Be able and willing to travel limitedly to carry out the responsibilities of the position.

RESPONSIBILITIES

Responsibilities:

1. Work under the direction of the Director of Mission Advancement in planning, coordinating, and overseeing the execution of mission advancement efforts, including: fund development, data management, relationship development, communications and marketing, and professional development.
2. Work with the Director of Mission Advancement to meet budgeted contribution requirements.
3. Develop and maintain relationships with others involved in the work of mission advancement.
4. Work to foster constituent relationships.
5. Maintain confidentiality in regard to donor information.
6. Encourage excellence and professionalism in all aspects of our ministry.

Detailed Responsibilities:

1. Fund Development

Assist the Director of Mission Advancement in developing and implementing a comprehensive annual fund plan to renew/upgrade existing donors and acquire new donors through face to face contacts, direct mail, email, and phone contacts, special events, social media, stewardship/recognition program, and corporate/foundation grants.

- a. Help identify and cultivate prospective donors.
- b. Cultivate existing donors by producing specialized correspondence and sending personal letters of acknowledgement.
- c. Organize appeals for ongoing support from individuals, congregations, and other entities.
- d. Produce donor solicitation support materials with intent to upgrade gifts.
- e. Research public and private sources of funding, submitting grant applications as appropriate. (may be outsourced)
- f. Coordinate and manage the Scrip program.

2. Data Management

- a. Evaluate and manage the database and all giving records and gift processing.
- b. Create database reports in support of mission advancement efforts.

- c. Develop and track proposals for foundations and corporate fundraising. (may be outsourced)
- d. Manage grant reporting activities.

3. Relationship Development

Assist the Director of Mission Advancement in seeking and cultivating relationships with constituent groups through group presentations (ladies groups, youth groups, community events) and other appropriate contacts.

- a. Grow alumni relations to develop support.
- b. Develop parent and grandparent relations to gain support.
- c. Strengthen NLA (Northwestern Lutheran Academy) alumni relations.
- d. Strengthen relationships with the Panther Boosters, GPLHS Auxiliary, and GSI (Good Stewards, Inc.) Thrift.

4. Communications and Marketing

- a. Assist the Director of Mission Advancement and President in the development of appropriate marketing, communication and solicitation materials.
- b. Manage the production and publication of all materials related to mission advancement.
- c. Serve as Event Coordinator, planning and executing all events related to mission advancement.
- d. Serve as Social Media Manager, responsible for producing and maintaining consistent and coordinated media communication through vehicles such as the GPLHS Website, Facebook, Instagram, and YouTube.
- e. Manage the GPLHS website, seeking to improve the site and keeping all content fresh and up to date.
- f. Manage the digital message board. (currently business manager)

5. Professional Development

At the direction of the Director of Mission Advancement

- a. Receive the training necessary to carry out the duties of the position.
- b. Engage in on-going education via subscriptions, books, and webinars.
- c. Attend appropriate professional workshops and conferences.

COMPENSATION

The Mission Advancement Assistant will be compensated at a starting salary of \$30,000 based on 0-1 years of experience. Salary may be higher for someone with greater experience and/or skills. Benefits include full health Insurance coverage and pension.

DISCLAIMER

The above statements are intended to describe the general nature and level of expectations for this position, and are not to be construed as an exhaustive list of all responsibilities, duties, and skills that may be required by the person working in this position. The individual serving in this position may be required to perform duties outside of their normal responsibilities from time to time, as needed and mutually agreed upon, in order to meet the ongoing needs of Great Plains Lutheran High School. Hiring an individual for this position is contingent upon the candidate's satisfactory completion of a background check.

APPLICATION PROCESS

Applications are available from:

Great Plains Lutheran High School
1200 Luther Ln NE
Watertown SD 57201

dmaertz@gplhs.org

www.gplhs.org

Applications will be accepted through February 7, 2021.

Applications and resumes may be submitted to:

President David Maertz
Great Plains Lutheran High School
1200 Luther Ln NE
Watertown SD 57201

dmaertz@gplhs.org