



JOB DESCRIPTION: CHIEF DEVELOPMENT OFFICER

Organisational Profile

The Anglican Central Education Authority (ACEA) was established “to direct the overall policy of Diocesan Education, control staff recruitment and conditions of service, development and expansion of the physical plants and finance, and to liaise with all church schools and other educational authorities as deemed expedient”.

The Anglican school system consists of four co-educational institutions. Bishop Michael Eldon School on Grand Bahama island, St. Andrew’s Anglican School in Exuma, and St. Anne’s School and St. John’s College in New Providence. Schools comprise a primary department of grade levels, Pre K – 6 and a secondary department of grade levels 7 – 12.

The Anglican Diocese has maintained a mission in education to serve the spiritual, academic, physical, social and emotional well-being of Anglican school students, in an educational environment that is grounded in Christian beliefs and Anglican principles.

The Office of Development & Alumni Relations: Mission and Functions

Mission

To develop understanding and support among ACEA stakeholders, of the critical role of private philanthropy to Anglican schools. In so doing, to forge relationships that will help to secure the commitments required to advance the educational mission of the Anglican Diocese.

Functions

The ACEA Office of Development and Alumni Relations will achieve this mission through three core functional areas: development, alumni relations and communications.

The principal goal of the *development* function is to establish and cultivate relationships that support and foster a dynamic culture of involvement and philanthropic giving, towards the advancement of the priorities and development objectives of the Anglican school system.

The principal goal of the *alumni relations* function is to cultivate lifelong relationships with Anglican school alumni, through meaningful engagements aimed at raising alumni awareness, pride, participation, volunteer involvement and philanthropic commitment to Anglican schools.

The principal goals of the *communications* function are to increase awareness of Anglican schools, help shape and enhance schools’ image, and to advance development objectives among all constituencies, through integrated, strategic communications.

CHIEF DEVELOPMENT OFFICER

Job Summary:

The Chief Development Officer (CDO) is responsible for fostering a culture of philanthropy within the organisation. Assuring that the organisation's culture and systems support fund development; and in so doing, leads Development and Alumni Relations staff and volunteers in institutionalising philanthropy and fund development within the organisation. The Chief Development Officer provides general oversight of all of the ACEA's fund development activities, manages the day-to-day operations of the development function, and monitors adequacy of activities through coordination with staff, appropriate committees and governing body. The CDO develops and implements strategies for the cultivation and solicitation of gifts and pledges from individuals, organisations, foundations and other private sources, including grant solicitations and in-kind contributions; assures development and maintenance of appropriate systems to fund development, including but not limited to donor management, research and cultivation, gift processing and recognition; and oversees communications strategies that support and promote development objectives.

Other core responsibilities:

- Providing leadership and direction to the staff of the Office of Development and Alumni Relations, to ensure that all development work is effectively planned and implemented.
- Management and coordination of fundraising for institutional priorities, including responsibility for planning fundraising strategies.
- Management and execution of capital campaigns and ongoing fundraising efforts, including development and implementation of an annual giving plan.
- Overall responsibility for Major Gifts, including coordination and management of relationships with corporations, foundations and individuals identified as major gift prospects.
- Establishment of a robust donor base.
- Timely and accurate reporting of all Office of Development and Alumni Relations activities to the Development & Fundraising Board.
- Monitoring and evaluation of all giving activities.
- Management of the Office of Development and Alumni Relations' operational plan and budget to ensure that the organisation's long-term development plans and strategies are met.

Qualifications:

- Bachelor's degree required. Master's degree a plus.
- Five or more years of experience in development and fundraising fields, or related specialisation.
- Demonstrated skills in organisational administration and project coordination.
- Demonstrated excellence as a team leader.
- Strong interpersonal communications skills, and ability to motivate staff and volunteers.
- Effective written and oral communication skills.
- Strong analytical and problem solving skills.
- Proficiency in MS Office software applications and database management.
- Strong personal commitment to the mission of the ACEA's Office of Development & Alumni Relations.
- Demonstrated understanding of the Anglican ethos and commitment to principles of the Anglican Faith.

Submission Requirements

This recruitment is being facilitated by The Vivian Group on behalf of the Anglican Central Education Authority. Interested persons should submit the following by electronic email no later than **October 30th**, to acearecruitment@viviangroupbahamas.com:

1. Cover letter
2. Curriculum Vitae
3. Copies of degree certificates
4. Three references
5. Passport photograph

Hard copies may be sent by traditional mail to:

ACEA Recruitment
c/o The Vivian Group
P. O. Box N 9636
Nassau, The Bahamas