



JobTitle: Director of Grants and Planned Giving

Status: Full-time year-round with a start date of August 1, 2019

Prepared by/Date: JD Zubia / March 2019

Position Summary

PCA is seeking an experienced Director of Grants and Planned Giving to join our Development Office. The job duties include (but are not limited to):

- Develop and execute a comprehensive grants and major gifts fundraising program in support of the mission and goals of the PCA Board's 2018 Strategic Plan
- Mobilize Board and staff in their role in donor relations and maximize their strengths and networks to encourage a collaborative fundraising culture
- Understand all of Palmetto Christian Academy programs and activities and how they function both individually and collectively to meet institution and donor aspirations
- Build and manage a major gifts program
- Identify, seek, and manage grant opportunities
- Build and manage a planned giving program
- Cultivate local donors to engage in special events and mission-based programs
- Work closely with Director of Development to accomplish goals and perform related duties requested to ensure overall success of the Development Department
- Plan, promote, and implement programs to build strong relationships with PCA families, churches, corporations, and foundations in the community.

Candidate must possess at least a Bachelor's degree from an accredited university and have a minimum of 5 years of demonstrated success working with all elements of fundraising, especially grant-writing, major gifts and planned giving. Previous experience working in a Christian organization preferred. Candidate should have a credible profession of faith and testimony, and be actively involved in a local church, as this person will serve as a role model in attitude, speech, and actions for the school community.

All applicants must be in agreement with the [PCA Statement of Beliefs](#).

If you believe you are qualified, we invite you to [submit an online application](#).

Please direct your questions or resume to [JD Zubia, Headmaster](#).

Organizational Status

This position reports to the PCA Headmaster.