



Job Description

Director of Advancement

Job Title:	Director of Advancement
Work Hours:	Full-time or Part-time (negotiable)
Compensation:	TBD (dependent on experience, scope of the role, etc.)
Supervisor:	Executive Director

Overview:

The Bluebonnet Home Scholars Collaborative (BHSC) Director of Advancement will lead fundraising, donor engagement, and strategic development efforts to support the mission and growth of BHSC. This role will build relationships with donors, oversee campaigns, collaborate with leadership to expand our impact, and report directly to the Executive Director.

Core Characteristics Needed:

The core characteristics needed for successful fulfillment of job responsibilities are listed below:

Tenacity: The successful candidate demonstrates determination and tenacity both in pursuing on-going learning and growth and also in serving and caring for fellow members of the community.

Collaboration: The successful candidate respects the intrinsic dignity and worth of each individual and honors others in all their interactions by listening well and offering honest, direct communication in a spirit of true collaboration.

Freedom: The successful candidate embraces the ecumenical Trinitarian community of BHSC and respects the freedom and potential of students, parents, and fellow staff members.

Wonder: The successful candidate shares the BHSC vision for Christian home education grounded in both classical tradition and contemporary research and aimed toward wonder, knowledge, love, and action.

Professionalism: The successful candidate demonstrates high standards of professional behavior, prioritizes and pursues clarity and organizational health, and continuously seeks to increase competency and understanding.

Areas of Responsibility:

The primary areas of responsibility include, but are not limited to the following:

- Developing and executing a comprehensive fundraising strategy.
- Cultivating relationships with donors, foundations, and community partners.
- Managing annual giving, major gifts, and grant applications.
- Planning and overseeing fundraising events and campaigns.
- Maintaining a donor database and ensuring accurate reporting.
- Collaborating with the Executive Director and Board on strategic initiatives.
- Communicating impact through newsletters, social media, and donor reports.

- Promoting and be proactive in furthering the ministry of BHSC.
- Maintaining a lifestyle in consonance with sound Christian principles and the core values of BHSC.

Qualifications:

- Proven experience in nonprofit fundraising and advancement
- Strong communication and relationship-building skills
- Strategic thinking skills and attentiveness to detail
- Familiarity with donor management systems (e.g., Bloomerang, DonorPerfect)
- Passion for education and alignment with Bluebonnet's mission
- Personal integrity and a willingness to speak up about issues
- Exceptional skills in speaking and writing
- Positive, pleasant demeanor reflecting well on BHSC

Experience:

- Experience in non-profit administrative or fundraising work preferred
- Personal homeschooling experience preferred
- Bachelor's degree or equivalent work experience preferred

Non-Discrimination Policy:

It is the policy of Bluebonnet Home Scholars Collaborative (BHSC) to make all employment-related decisions for its employees and applicants in accordance with all applicable federal, state, and local laws and regulations and without regard to race, color, national origin, age, sex, or disability. BHSC hires individuals who are committed to supporting BHSC's beliefs as expressed in the BHSC by-laws and family enrollment agreement. BHSC will employ only persons who are authorized to work in the United States.