

HUDSONVILLE CHRISTIAN SCHOOL
MISSION ADVANCEMENT ADMINISTRATOR
JOB DESCRIPTION

The Mission Advancement Administrator works with the Superintendent to provide leadership and support to all public relations initiatives, including the development of internal and external messages, media coverage and special events under the lens of the mission of Hudsonville Christian School. The primary responsibility of the Mission Advancement Administrator position will be to advance the mission of Hudsonville Christian School. The Mission Advancement Administrator will report to the Superintendent.

I. Personal Qualifications

- A. To have a personal relationship with Jesus Christ and be a regular worshipping member of a Christian church.
- B. To be familiar with and committed to the mission of Hudsonville Christian School and be willing to sign a form indicating he/she is in agreement with the Constitution of Hudsonville Christian School and the Reformed perspective as presented in the document "Our World Belongs to God".
- C. A demonstrated ability to organize with high attention to detail
- D. A demonstrated ability to effectively communicate with individuals and groups of people.
- E. To be a self-motivated person.
- F. Able to communicate effectively, both orally and in writing.
- G. Approaches work responsibilities with enthusiasm and a positive attitude.
- H. Must provide own children with a CSI Christian day school education
- I. Must be an individual with creative ability and vision.

II. Major Areas of Responsibility

- A. To plan, organize and manage the fundraising efforts of the school and the Education Foundation, including FAITH Campaign, Education Foundation membership drive, etc. This will be done in partnership with the Superintendent.
- B. Assist the Ed Foundation in current and planned gift solicitation.
- C. Serve as campaign manager for periodic capital campaigns, along with the Superintendent.
- D. Maintain accurate and current records of all gifts received. See that all contributors are appropriately thanked.
- E. Prepare and maintain a complete up-to-date file on names, addresses, and other pertinent information on all donors or potential donors.
- F. Coordinate fundraising activities of Hudsonville Christian School to the extent of timing publicity and advertising.
- G. Attend all Education Foundation Board meetings.
- H. Meet weekly with the Superintendent
- I. The Mission Advancement Administrator will be evaluated by and be directly responsible to the Superintendent

III. Professional Responsibilities

- A. Working with Administration, the Mission Advancement Administrator will provide leadership and support to all public relations initiatives, including the development of internal and external marketing/communication messages, media coverage and special events.
- B. Will help create and update brochures for the school system.
- C. Will help facilitate media coverage of pertinent school activities and events and prepare necessary press releases.
- D. Coordinate professional services as needed with graphics, communications / advertising agencies and printing companies.
- E. Provide leadership to staffed special events to focus attention on the school, to enhance our public perception, to deepen support and commitment.
- F. The Mission Advancement Administrator will work with new families during their first year of enrollment at HCS to ensure a smooth transition into the school community.

Updated 8/2024