

Job Title: Business Manager/Fundraising Director

Location: Watertown Christian School

Reports To: Administrative Board

Position Summary:

The Business Manager/Fundraising Director will oversee the financial operations and fundraising activities of the school. This role is crucial in ensuring the school's financial health and supporting its mission through effective resource management and fundraising strategies.

Key Responsibilities:

Financial Management:

- Financial Reporting: Prepare and present accurate and timely financial reports, including monthly and annual statements.
- Budgeting: Develop, oversee, and lead the annual budgeting process. Monitor progress and make adjustments as necessary.
- Tuition Management: Maintain a robust tuition management system, ensuring timely billing and collection.
- Audit Coordination: Lead the annual audit process, liaising with external auditors and the finance committee.

Fundraising:

- Fundraising Strategy: Develop and implement comprehensive fundraising plans to support the school's mission and goals.
- Donor Relations: Cultivate and maintain relationships with donors, ensuring effective communication and stewardship.
- Event Planning: Organize and oversee fundraising events, ensuring they are successful and align with the school's values.
- Grant Writing: Identify and apply for grants that align with the school's mission and needs.

Operations:

- Policy Development: Update and implement business policies and accounting practices.

- Performance Metrics: Develop and track performance metrics for all departments, ensuring alignment with financial goals.
- Strategic Planning: Partner with the administrative board and building principal in strategic decision-making and operations to enhance the school's programming and capacity.

Qualifications:

- Education: Bachelor's degree in Business Administration, Finance, or a related field.
- Experience: Minimum of 5 years of experience in financial management and fundraising, preferably in an educational or non-profit setting.
- Skills: Strong analytical, organizational, and communication skills. Proficiency in financial software and fundraising platforms.

Personal Attributes:

- Commitment: Strong commitment to the school's Christian values and mission.
- Leadership: Proven leadership abilities with a collaborative approach.
- Integrity: High level of integrity and ethical standards.

Application Process:

Interested candidates should submit a resume, cover letter, and references to wcoffice@watertownchristianschool.com. Applications will be reviewed on a rolling basis until the position is filled.