



ZEELAND CHRISTIAN SCHOOL

Position Description

Position Title	Advancement Event Specialist
Department	Advancement
Reports to	Executive Director of Advancement
Contract	Hourly 20/hrs per week
Employee Agreement	The Advancement Event Specialist shall be employed on a year-round basis. It is understood and agreed that the Advancement Event Specialist shall be employed on an at-will basis.
Team Leader	Peter Jenkins
Overall Responsibility	This position aims to champion Advancement at Zeeland Christian School, raising funds, building community awareness, and carrying out our mission, vision, and values.
Key Tasks & Responsibilities	<ul style="list-style-type: none">● The Advancement Event Specialist role involves duties across two critical areas of the school.<ul style="list-style-type: none">○ Development<ul style="list-style-type: none">■ Oversee and carry out Advancement events, including but not limited to:<ul style="list-style-type: none">● Auction● Legacy Event● Grandparents' Day● Rams Fest● Pastors' Appreciation Breakfast● Returning Senior Visit Day■ Work with the Executive Director of Advancement to develop an annual alumni engagement system.■ Assist with the planning and execution of alumni events■ Execute the annual business sponsorship mailing/packet.○ Front Office<ul style="list-style-type: none">■ Work in the Front Office for the majority of hours worked

	<ul style="list-style-type: none"> ■ Provide high-quality customer service to families and guests as one of the first people others will interact with at ZCS ■ Assist with answering phones, support medication distribution, and other front office duties
Skills & Attributes	<ul style="list-style-type: none"> ● Excellent organization skills and follow-through ● Engaging, welcoming personality ● Excellent communication skills with people from many different backgrounds
Experiences & Requirements	<p>Professionally</p> <ul style="list-style-type: none"> ● Possess knowledge of, or a strong willingness to learn, tools such as Google Drive, CRM platforms, ClickBid, and others as needed. ● The ability to effectively lead and manage volunteer teams ● Team player with ZCS employees <p>Spiritually</p> <ul style="list-style-type: none"> ● Acceptance of ZCS's Statement of Faith ● A strong, clear, Christian testimony ● A mature, godly spirit <p>Personally</p> <ul style="list-style-type: none"> ● A lifestyle of Biblical integrity ● A spirit of dedication, commitment, flexibility, and responsiveness to the needs of others ● The ability to listen and respond to counsel ● A strong philosophical commitment to Christian education and the mission of Zeeland Christian School. ● The Advancement Event Specialist shall subscribe to the Reformed doctrines as outlined and professed in the Heidelberg Catechism, Canons of Dort, and the Belgic Confession and have a strong philosophical commitment to Christian education and the mission of Zeeland Christian School.