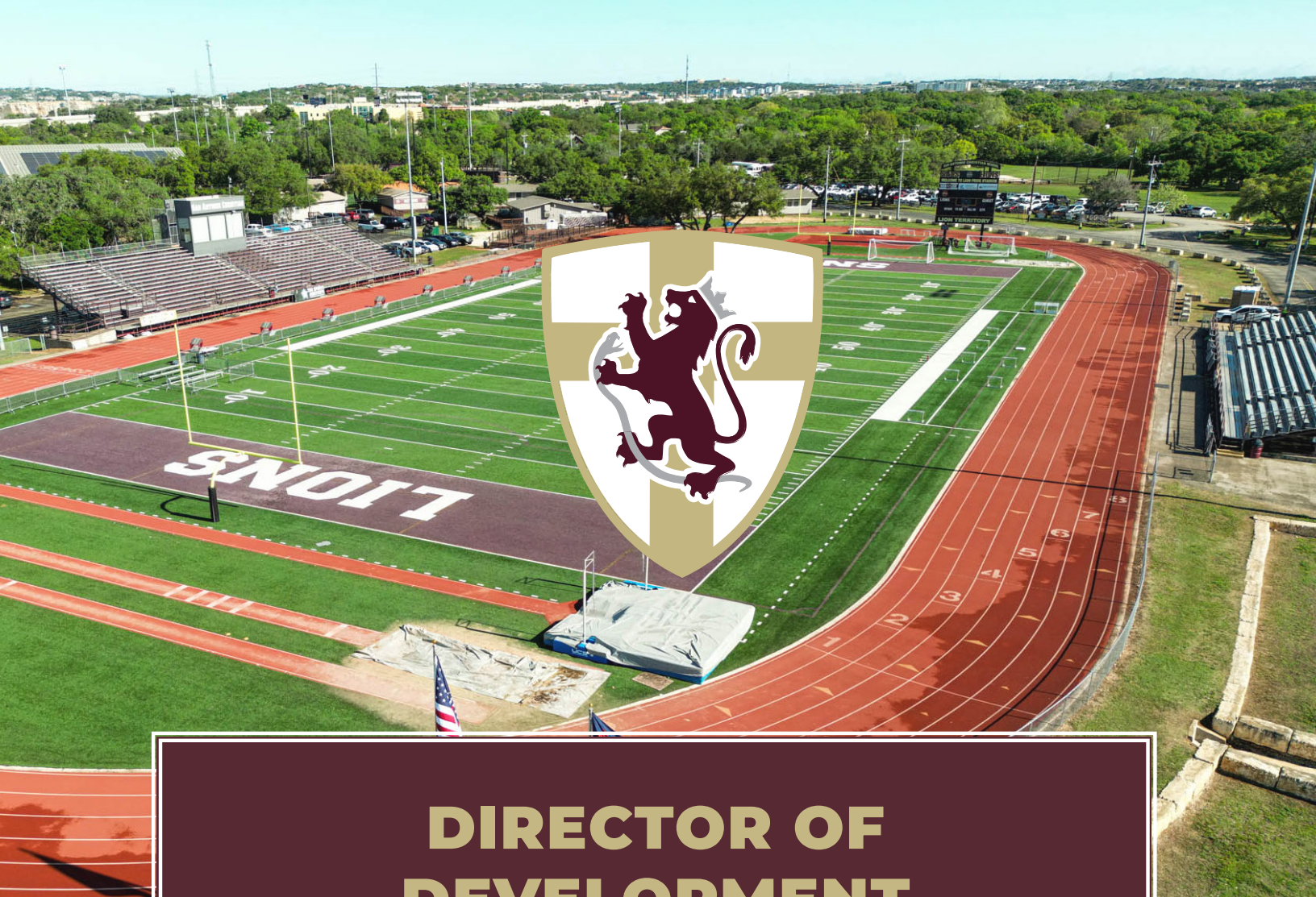




DIRECTOR OF DEVELOPMENT

SAN ANTONIO CHRISTIAN SCHOOL

SAN ANTONIO, TX



INTRODUCTION

San Antonio Christian School (SACS) is seeking a dynamic, experienced, and collaborative leader to serve as its Director of Development. Located on a beautiful 71-acre campus, SACS is a non-denominational covenant Christian school with small class sizes and quality academics, coupled with a wide range of art and athletic opportunities, which provide students with a Christ-centered education while fostering a life of faith and service.

SACS believes that every gift entrusted to their community is part of God's provision for the mission of Christian education. The Director of Development provides strategic leadership and oversight for all fundraising, donor relations, and advancement initiatives of the school. This role is more than a fundraiser, but a steward of God's blessings—inviting others into the joy of giving and participation in the Kingdom work happening through this incredible school.



MISSION STATEMENT

“Partnering with families to provide students a Christ-centered education while fostering a life of faith and service.”

As a non-denominational Christian school, SACS offers small class sizes and a diverse range of opportunities for students to thrive. From athletics and award-winning art programs to nationally recognized journalism classes, skilled drama productions, and exceptional band and music programs, SACS inspires students to explore their passions and achieve excellence.

CORE VALUES

- Integrity
- Devotion
- Biblical Worldview
- Sustaining Ministry
- Discipleship
- Partnership
- Stewardship
- Academic Excellence
- Guiding Ethic



MOTTO

“Faith. Character. Academic Excellence.”

SACS prioritizes a personal faith in Christ and strives to develop a character that honors Him in all that they do. SACS upholds academic excellence through our rigorous but attainable educational programs and desires to see students become all that God has designed them to be.



STATEMENT OF BELIEFS

- **We believe** in the Scriptures of the Old and New Testaments as verbally inspired by God and inerrant in the original writing, and that they are of supreme and final authority in faith and life.
- **We believe** that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.
- **We believe** in the Biblical teaching that man was created by a direct act of God and not from previously existing forms of life; and that all men are descended from the historical Adam and Eve, first parents of the entire human race.
- **We believe** in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us, as High Priest and Advocate.
- **We believe** that all who receive by faith the Lord Jesus Christ are born-again of the Holy Spirit, and thereby become children of God, and are eternally secure in Him.
- **We believe** in one God, eternally existing in three persons: Father, Son, and Holy Spirit.
- **We believe** that man was created in the image of God; that he sinned and thereby incurred not only physical death, but also that spiritual death which is separation from God; and that all human beings are born with a sinful nature.
- **We believe** that the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the grounds of His shed blood.
- **We believe** in "that blessed hope" the personal and imminent return of our Lord and Savior, Jesus Christ.
- **We believe** in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

GAC

AT A GLANCE

FOUNDED

1972

ENROLLMENT
PREK-12

950+

100%

COLLEGE
ACCEPTANCE
RATE

AVERAGE
CLASS SIZE

20

146

CHURCHES
REPRESENTED

20%

MILITARY
COMMUNITY

150

FACULTY
(FT/PT/STAFF)

FACULTY WITH
ADVANCED
DEGREES

40%



ACADEMICS

San Antonio Christian School provides a Christ-centered, college-preparatory education that nurtures the whole student—academically, spiritually, and personally. Grounded in biblical truth, the SACS curriculum is specifically designed to support growth not just in knowledge but also in faith, character, and leadership.

From the foundational years of Pre-K through the academic rigor of High School, teachers serve as “living curriculum,” bringing lessons to life in a way that empowers students to think critically, express their beliefs, and pursue their God-given potential—whether in college, their careers, or beyond. Small class sizes and personalized attention create an environment where students are known, supported, and provided with the foundation they need for academic and personal success.

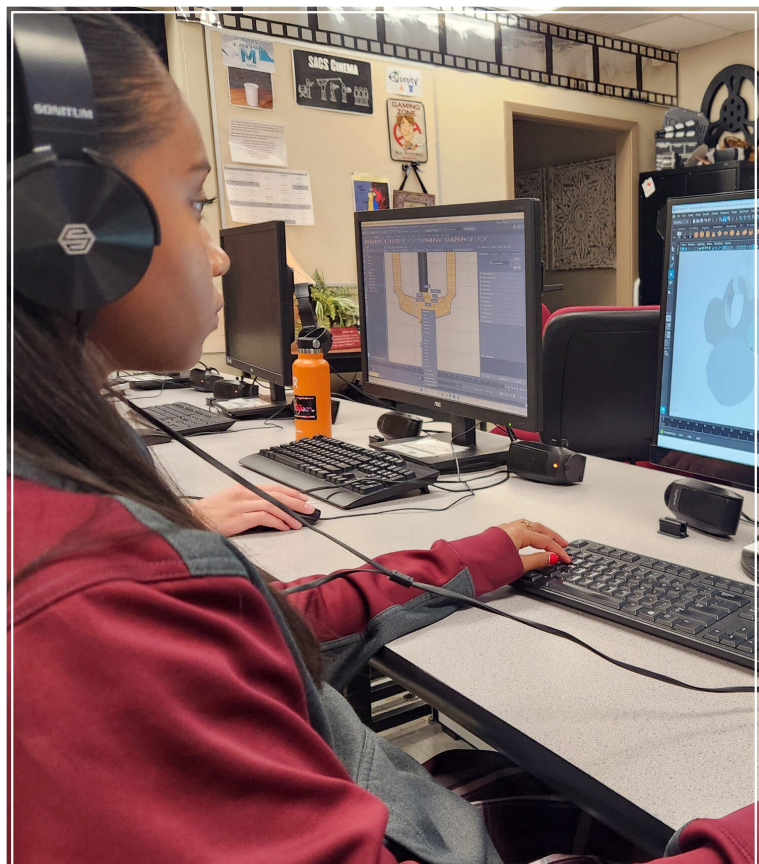
Through a blend of strong academics, engaging enrichment opportunities, service projects, and a focus on character development, SACS equips students to succeed in college and in life—preparing them to lead with excellence and faith in every endeavor.



FINE ARTS

The Arts Department is dedicated to enriching students' lives through comprehensive programs in the visual and performing arts. By engaging in disciplines like drawing, painting, music, and theater, students develop their God-given talents while learning critical skills in collaboration, self-expression, and communication. SACS's Christ-centered approach encourages students to see the arts as a reflection of a creative God and a powerful tool for glorifying Him.

Students also have opportunities to showcase their talents through performances, exhibitions, and competitions, building confidence and a deeper appreciation for their craft. In the visual arts, offerings include painting, sculpting, pottery, fiber arts, printmaking, and digital design. In performing arts, students can engage in band, theater, worship, rock and jazz ensembles, and stage production—including roles behind the scenes for lighting, sound, and set work. The school's arts curriculum also includes journalism and multimedia, allowing students to develop communication skills across new media. By integrating rigorous artistic training with spiritual formation, SACS prepares student-artists to lead with creativity, integrity, and purpose—in their art and in life.





ATHLETICS - THE LIONS

San Antonio Christian School fields competitive teams across a wide range of sports and competes in TAPPS (Texas Association of Private and Parochial Schools) at the High School level and ISAL (Independent School Athletic League) in Middle School. Athletics at SACS is more than competition—it is a platform for discipleship, teamwork, and leadership. Student-athletes are coached to give their best on the field and in the classroom while growing in faith, character, and perseverance.

Middle School athletics emphasize participation, skill development, and sportsmanship as students explore their interests and discover their potential. At the High School level, programs become increasingly competitive, offering opportunities for athletes to excel at district, regional, and state levels. Supported by quality facilities and dedicated coaches, SACS Athletics equips students to honor God through their effort, attitude, and example—preparing them to lead with courage both in sport and in life.



ATHLETIC OFFERINGS

- Baseball
- Basketball
- Cheer
- Cross Country
- Football
- Golf
- Soccer
- Softball
- Swimming
- Tennis
- Track & Field
- Volleyball





STUDENT LIFE AND SPIRITUAL FORMATION

SACS provides a Christ-centered environment where students grow in faith, character, and community, equipping them with values that guide them beyond their school years. Students engage daily with Scripture through biblically integrated lessons, weekly chapels, huddle groups, and regular service opportunities, all designed to deepen their walk with Christ. A diverse array of extracurriculars—from Student Government, Honor Society, and robotics to worship teams, journalism, community service, and campus ministry initiatives—provides meaningful avenues for leadership, integrity, and fellowship. Retreats at each school level (Elementary, Middle, High) foster spiritual reflection, community bonding, and purposeful growth through worship, devotions, and shared experiences away from daily routine. Through these opportunities and intentionally woven spiritual rhythms, SACS partners with parents to empower students to live their faith authentically, serve others generously, and grow as Christ-centered influencers in school and beyond.

FACULTY AND LEADERSHIP

San Antonio Christian School's faculty is composed of dedicated, Christ-centered educators who view teaching as both a profession and a calling. Each teacher integrates a biblical worldview into every subject, inspiring students to grow academically, spiritually, and personally. With a deep commitment to mentoring and relationship-building, SACS faculty partner with families to help students discover their gifts and pursue God's purpose for their lives.

Under the leadership of Dr. Rob Brown, Head of School, the SACS team strives to ensure that Jesus Christ is preeminent in every aspect of education and community life. Guided by a shared mission of academic excellence and spiritual formation, the leadership team works closely with faculty and staff to cultivate a nurturing, grace-filled environment where students are equipped to think critically, serve faithfully, and lead with integrity.



GOVERNANCE AND ACCREDITATION

The governance model at SACS is designed to protect the mission, promote accountability, and ensure the school's strength for generations to come. The school is overseen by a dedicated Board of Directors committed to the long-term flourishing of its Christ-centered mission. The Board provides strategic oversight, ensures alignment with core values, and entrusts daily leadership to the Head of School and the administrative team. The Head of School is the Board's sole employee, responsible for the leadership of all day-to-day operations—such as personnel, admissions, student life, curriculum, budget, and school culture. The Board does not act as a court of appeal for operational issues. Instead, it focuses on policy, direction, and stewardship.

SACS maintains rigorous standards for educational and organizational integrity. The school is accredited by the Association of Christian Schools International (ACSI), where it has earned Exemplary Accreditation—a distinction held by only a few schools globally. It is also a recognized member of the Council on Educational Standards & Accountability (CESA), affirming SACS's commitment to peer-reviewed excellence in academics, leadership, and institutional health. In addition, SACS holds accreditation from Cognia®, and its credentials are recognized through TEPSAC (Texas Private School Accreditation Commission).



THE POSITION

DIRECTOR OF DEVELOPMENT

The Director is responsible for cultivating meaningful relationships with parents, alumni, community partners, and philanthropic organizations to strengthen the school's mission and secure financial resources for current programs and long-term sustainability. This individual will design and implement comprehensive development strategies, including annual giving, major gifts, capital campaigns, special events, and grant opportunities. This position is critical to help advance the strategic plan of SACS and oversee the strategy, structure, and management of all fundraising efforts.

Working closely with the Head of School, Board of Trustees, and school leadership, the Director ensures that fundraising goals align with the school's vision, Christian values, and future growth. This individual serves as a key ambassador of the school, sharing its story with passion and integrity while fostering a culture of generosity, gratitude, and faithful stewardship across the community. This person shall be spiritually mature and shall instill a life of Faith, Character, and Academic Excellence in those around them, adhering to SACS Heart of a Lion Core Values.

Heart of a Lion Core Values

- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach.
- Live out and promote the school's values. Including demonstrating a humble and teachable spirit.
- Recognize the role of parents as primarily responsible before God for their children's education and prepared to assist them in that task.
- Possess spiritual maturity, academic ability, and personal leadership qualities to "train a child in the way he should go." Prov. 22:6 (NIV).
- Memorize and help fulfill the school's mission statement.
- Live by and support the school's statement of faith and lifestyle statement as a condition for employment and continued employment in this ministry.

Professional Competencies and Responsibilities

- Uphold ethical, honest, and respectful conduct in personal and professional matters, appreciating the diversity of conservative Christianity and following the Matthew 18 principle for conflict resolution.
- Maintain an excellent working knowledge of all policies, procedures, and handbooks.
- Demonstrate the importance of discernment, discretion, and confidentiality concerning the sharing of information.
- Demonstrate emotional stability, objectivity, flexibility, and optimism in dealing with everyday stress and communicating the Gospel of Christ.
- Maintain a clean, modest, and tasteful personal appearance that models Christian values and follows school policy.
- Participate and lead orientations, trainings, meetings, development programs, and activities that support the school's mission and vision, and model good attendance and punctuality.
- Cultivate volunteer efforts in support of communication and fundraising goals.
- Attend as needed evening and weekend school activities and events.
- Respectfully submit and be loyal to constituted authority.
- Participate in continuing education opportunities that will increase proficiency and job skills.





Job Duties Competencies and Responsibilities

Fundraising and Campaigns

- Develop, implement, and manage a comprehensive fundraising plan, including annual giving, capital campaigns, and planned giving.
- Plan and implement capital campaigns, including feasibility studies, prospect research, strategy planning, case statement, and collateral development, donor visits/asks, campaign tracking, and volunteer recruitment, training, and management.
- Identify, cultivate, solicit, and steward donors, with a focus on major gifts and long-term partnerships.
- Oversee, manage, and implement the SACS Annual Fund.
- Conduct foundation research and approaches, including identifying potential foundations, cultivating relationships, managing applications, and grant writing.
- Research and pursue grant opportunities aligned with the school's mission.

Donor & Community Relations

- Build new relationships, consistently cultivate ongoing connections, and maintain strong ties with parents, alumni, grandparents, foundations, and community partners.
- Establish consistent processes and maintain donor record standards.
- Create donor recognition programs and stewardship opportunities that reflect gratitude and Christian values.

- Partner with the communications team to ensure consistent messaging and storytelling across all development materials.
- Support volunteers and school leadership in engaging the broader community to strengthen relationships and increase involvement.

Strategic Leadership, Communication, & Engagement

- Work in collaboration with the Financial Office to ensure proper recording and acknowledgment of gifts.
- Supervise development staff and volunteers, fostering a collaborative, mission-driven team culture.
- Ensure compliance with ethical standards and legal

Events & Volunteers

- Oversee special events such as Spring Fling, donor receptions, alumni gatherings, and community-building initiatives.
- Engage parents and community members in volunteer roles to support development goals.
- Partner with admissions and marketing to align outreach and advancement efforts.

Reporting & KPI

- Track fundraising progress, donor engagement, and campaign outcomes, providing regular updates to the Head of School on development strategies.
- **Key metrics include:**
 - Cultivate and manage a core portfolio of 125–150 top prospects/donors, maintaining consistent monthly engagement and stewardship.
 - Achieve growth in the school's annual fund and major gifts, with measurable improvement in donor retention year-over-year.
 - Conduct regular outreach, including 5+ engagement presentations or meetings and 10–15 donor calls weekly.
 - Complete and close 10–15 meaningful one-on-one presentations monthly, either as direct asks or ongoing relationship connections.
 - Ensure timely and accurate completion of proposals, acknowledgments, and stewardship reports.





Qualifications

- Minimum of bachelor's degree in marketing, communication, education, or related field (Master's Preferred)
- Minimum of 3-5 years of leadership experience in development, fundraising, or advancement leadership experience. (School or non-profit environment strongly preferred)
- Proven track record of securing major gifts, relationship-building, and meeting fundraising goals.
- Strong organizational and project management abilities.
- Ability to work collaboratively with diverse stakeholders.
- Maintain a high level of confidentiality and integrity regarding sensitive information with discretion, empathy, and professionalism.
- Strong communication, storytelling, and interpersonal skills, both written and verbal, with the ability to handle multiple projects independently and collaboratively.
- Strong technology skills with knowledge of standard software in Microsoft Office and variety of programs.
- Acknowledge Christ as Lord and Savior and be an active member of a local evangelical church that aligns with the school's essential beliefs, Nicene Creed, and statement of faith.
- Must pass a criminal background check, substance screening, and have reliable transportation.



Minimum Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. For this position, an employee must be able to:

- Remain in a stationary position for extended periods of time.
- Use repetitive arm, hand, and finger movements.
- Stoop, bend, push, kneel, squat, pull, reach, stand, walk, and sit.
- Exercise mobility to promptly move around campus.
- Communicate effectively with students, staff, and parents.
- Lift/carry up to 30 lbs.
- Be outdoors for extended periods of time year-round.
- Travel locally, as well as nationally, as needed.
- Evening and weekend work is needed.





SEARCH PROCESS

The San Antonio Christian search is underway to appoint a new Director of Development who will begin as soon as a suitable candidate is identified. The hiring decision will be made by the Head of School. SACS has engaged NextEd to provide support. Compensation will be competitive with comparable private schools in the area.

All candidates will be treated with the utmost confidentiality and discretion. Interested candidates should apply online through [NextEd's website](#). The online application will include specific personal information and the following required uploaded documents:

- Interest cover letter
- Resume
- Statement of personal Christian faith

Candidates who are invited to continue in the process as semifinalists will have a second round of data collection to include other information deemed important to the search. Semifinalists will also participate in a one-way recorded video interview.

COMMUNICATION

Please direct all inquiries to:

Talin Unruh
Talent Acquisition Manager
720.822.0505
talin@next-ed.com

CLICK HERE TO APPLY