

Director of Donor Development

UNITED CHRISTIAN ACADEMY

Rancho Cucamongo, CA

Introduction

United Christian Academy (UCA) seeks a dynamic, mission-driven leader to serve as its Director of Donor Development. Founded in 1978, UCA is an accredited, college-preparatory school located in Rancho Cucamonga, California. As an independent, nondenominational school, UCA serves approximately 900 students in grades K–12 from Upland, Rancho Cucamonga, Fontana, and the surrounding Inland Empire communities. UCA's mission is to educate students by integrating academic excellence with a Christian worldview, equipping them to impact their world for Christ. The school challenges students to grow academically, physically, socially, and spiritually through a wide range of opportunities, including AP and Honors courses, clubs, athletics, retreats, arts programs, Bible studies, and missions experiences. Through this holistic approach, UCA seeks to develop critical thinkers, effective communicators, responsible citizens, and maturing Christians.

The Director of Donor Development will report to the Superintendent and play a key leadership role in strengthening the school's culture of generosity and advancing its long-term mission. This leader will be responsible for developing and executing a comprehensive advancement strategy that builds meaningful relationships with donors, parents, alumni, and community partners. Working closely with school leadership and the Board of Trustees, the Director will cultivate and steward philanthropic support for annual giving, strategic initiatives, and future priorities. The ideal candidate will be a relational and mission-aligned leader who can clearly communicate UCA's vision, inspire generosity, and help position the school for continued growth and impact.

Vision Statement

UC Academy shall be a reflection of God's excellence in school instruction and operation.

UCA COMMUNITY

A Place Where Every Family Belongs

Mission Statement

"To educate students by integrating academic excellence with a Christian worldview, equipping them to impact their world for Christ."

Core Values

Christ-Centered

- Jesus is the Way, the Truth, and the Life.
- Christ is the image of the invisible God...all things were created by him and for him...He is before all things, and in him all things hold together.
- We purpose to know Christ and to become like Him.
- We seek Christ's preeminence in all things.

Transformational Learning

- Productive life changes (transformation) is the goal of our education.
- We seek growth of the whole person: mental, spiritual, physical, and social.
- We cultivate joyful, respectful obedience in students.
- We help students discover their life's purpose and equip them to fulfill it with excellence.

Loving Community

- We love one another as Christ first loved us.
- We delight in God's grace, extend it to others, and foster its growth.
- We practice accountability and uphold one another to high standards.
- Our students are committed to building community and serving others.

Academic Excellence

- Our teaching is in harmony with Scripture.
- We prepare students for college, career, life, and eternity.
- Our education meets or exceeds State/National standards.
- We use proven, effective teaching methods.
- Our students perform at their full potential.

UCA

AT A GLANCE

<p>FOUNDED</p> <p>1978</p>	<p>ENROLLMENT K-12</p> <p>900</p>
<p>1:10</p> <p>HS STUDENT- TO-TEACHER RATIO</p>	<p>100%</p> <p>GRADUATION RATE</p>
<p>50+</p> <p>EXTRA- CURRICULAR PROGRAMS</p>	<p>FACULTY (FT/PT/STAFF)</p> <p>130</p>
<p>31</p> <p>FACULTY WITH ADVANCED DEGREES</p>	



Academics

ELEMENTARY SCHOOL (K-5)

UCA’s Elementary School provides a strong academic and spiritual foundation during a child’s most formative years. Students are challenged to grow academically while being rooted in biblical truth that shapes their character, thinking, and relationships. Teachers integrate a Christian worldview across every subject, helping students see God’s hand in literature, science, history, and mathematics. Small class sizes allow for individualized instruction and early support, ensuring each student grows with confidence and competence. Through a close partnership with families, UCA Elementary students develop a love for learning, a heart for service, and a growing understanding of how God’s truth applies to everyday life.

UCA ELEMENTARY
*Rooted in Truth.
Growing with Purpose.*

JUNIOR HIGH (6-8)

The Junior High years are a critical season of identity formation, and United Christian Academy approaches this stage with intentional care and purpose. Students are guided through academic, spiritual, and social growth within a Christ-centered community that provides both encouragement and accountability. UCA's program emphasizes strong academic preparation, critical thinking, and disciplined study habits while addressing real-life questions of faith, culture, and personal responsibility. Teachers and coaches serve as mentors - investing relationally and helping students navigate challenges with wisdom and grace. At UCA, Junior High students build a firm foundation of truth, character, and confidence that prepares them for the demands of high school and beyond.

HIGH SCHOOL (9-12)

High school at UCA is about being known deeply, equipped fully, and celebrated for who you are in Christ. Students are mentored to lead with confidence, live with purpose, and stand firm in their faith — leaving UCA ready to impact the world. UCA's High School is designed to prepare students not only for college and career, but for life as faithful, thoughtful, and courageous followers of Christ. Students are known personally by faculty who mentor, challenge, and support them throughout their high school journey. Through rigorous academics, leadership opportunities, and biblical worldview training, students learn to engage culture with conviction and clarity. UCA's program equips graduates to think critically, communicate effectively, and live out their faith with confidence in a rapidly changing world. UCA High School graduates leave prepared, grounded, and sent—ready to impact their world for Christ wherever God leads them next.

UCA HIGH SCHOOL
Known. Equipped. Sent.



UCA JUNIOR HIGH
*Building a Firm Foundation
of Life.*

The Arts

At United Christian Academy, the arts are more than performance—they are worship in motion. The Visual, Performing, and Worship Arts program equips students to impact their world for Christ by cultivating their God-given creativity in a vibrant, biblically grounded environment. Through performances, exhibitions, and worship experiences, students grow not only in artistic skill but also in faith, leadership, and confidence.

Students engage with the arts at every stage of their education. Elementary students explore visual and performing arts through a variety of exploratory classes, including a weekly music class offered to all K-5 students. In Junior High, students expand their skills through elective courses such as band, choir, and drama. At the High School level, students pursue more advanced study through electives including instrumental ensemble, worship team, theater, and media production, gaining deeper knowledge and hands-on experience while developing their unique artistic gifts.



Athletics – The Eagles

At UCA, athletics is more than just competition — it’s about building character, teamwork, and a winning spirit. From the roar of the crowd on Friday nights to the final whistle of a hard-fought match, UCA athletes give their all on and off the field.

UCA offers a dynamic lineup of sports for High School, Junior High, and Elementary students, providing opportunities for every student to grow, compete, and excel.



SPORTS

- Baseball
- Basketball
- Cheer
- Competition Cheer
- Cross Country
- Flag Football
- Football
- Golf
- Soccer
- Softball
- Track & Field
- Volleyball

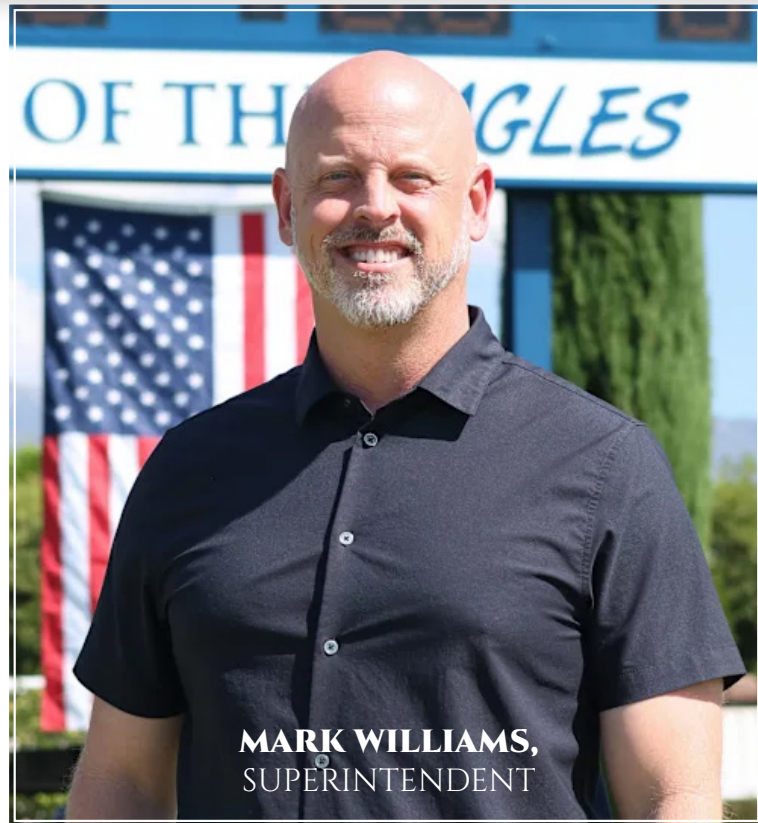


Spiritual and Student Life

Spiritual life and service are central to the experience at United Christian Academy. Grounded in the belief that God’s love accepts us as we are and His grace leads us toward growth and maturity, the school seeks to nurture students as they pursue God and His purposes for their lives. UCA aims to cultivate transformation in the whole person—helping students grow mentally, spiritually, physically, and socially in harmony with God’s truth.

This spiritual formation is strengthened through weekly chapel gatherings where students worship, hear biblical teaching, and often help lead through music, drama, or prayer. Guest speakers, including local pastors and ministry leaders, regularly join the community. In addition, high school students have opportunities to participate in the annual apologetics missions trip, which helps them grow in their personal relationship with Jesus Christ while learning to engage thoughtfully in conversations about faith.

A strong emphasis on service complements this spiritual development. Students are encouraged to live out their faith through meaningful community engagement. Junior High students participate in the Heart for Service program, serving their local community through outreach opportunities such as food banks, church ministries, and visits to assisted living facilities. High School students complete service hours each semester as a graduation requirement, helping them develop a lifelong commitment to serving others and impacting their communities for Christ.



Faculty and Leadership

Faculty and leadership at United Christian Academy are united by a shared calling to advance the school’s Christ-centered mission and serve students and families with excellence. UCA emphasizes a compelling mission, supportive colleagues, and strong partnerships with families, creating a workplace culture where educators can serve and impact lives for eternity. UCA is intentional in hiring faculty and staff who view teaching as a form of ministry. Teachers and leaders work together to integrate faith into learning, mentor students in their spiritual and personal development, and cultivate a supportive community marked by collaboration, dedication, and care for students and families. Superintendent Mark Williams provides overall leadership for the school, guiding UCA’s strategic direction and working alongside faculty and staff to ensure that the academy remains faithful to its mission while continuing to grow and serve students well. Together, this leadership and faculty team has helped make UCA a respected and rewarding place to work, recognized locally as both a “Best Private School” and a “Best Place to Work.”



Partnerships

Partnership is central to the mission and sustainability of United Christian Academy. The school maintains a close and longstanding relationship with Patria Church, which founded the academy and continues to play an important role in supporting its ministry. Patria Church provides the campus facilities for the school, offers financial support through tuition assistance and capital funding, and appoints representatives to serve on the UCA Board of Trustees. This partnership reflects a shared commitment to Christian education and reinforces the school's belief that the home, church, and school work together in the spiritual and educational formation of students. In addition, UCA cultivates partnerships with local colleges, universities, businesses, and community organizations that enrich the educational experience through dual-enrollment programs, internships, and real-world learning opportunities. Together, these relationships extend the impact of the academy and help prepare students for success in college, career, and faithful Christian service.

Accreditation and Governance

United Christian Academy maintains strong accountability and oversight through its accreditation and governance structure. The school is fully accredited by the Western Association of Schools and Colleges (WASC) and is a member of the Association of Christian Schools International (ACSI), affirming its commitment to rigorous academic standards and continuous institutional improvement. In addition, all UCA courses are approved by the University of California and California State University systems, supporting the school's mission as a college-preparatory program designed to prepare students to enter and succeed at the college of their first choice.

Governance is provided by the UCA Board of Trustees, which holds responsibility for oversight of the school's mission, policies, and long-term direction while delegating daily management to the administration. The board is a self-perpetuating body of nine members, including three selected from the parent body, three from the community at large, and three from Patria Church. The board meets at least quarterly, with general sessions open to parents and the community, and works closely with the superintendent to ensure the school operates in alignment with its mission and board policies.



The Position

DIRECTOR OF DONOR DEVELOPMENT

The Director of Donor Development is a dynamic and mission-driven leader responsible for overseeing all aspects of the school's fundraising and development initiatives. This role will focus on creating and executing strategies to secure financial resources, increase community engagement, and build long-term relationships with donors, alumni, parents, and other stakeholders. As part of the Admin team, the Director of Development will report to the Superintendent and play a key role in advancing the mission and vision of United Christian Academy by ensuring the sustainability of the school through effective and ethical fundraising practices.

UCA recognizes administrators as an integral part of the 5-fold ministry given to the church in Ephesians 4:1-13. As such, UCA administrators serve as ministers to help advance the mission and vision of United Christian Academy.

QUALIFICATIONS

- Must be a born-again Christian.
- Must be a credible Christian role model whose godly lifestyle and character demonstrate obedience to God and the Holy Bible.
- Must be able to support and comply with the school's Statement of Faith and Christian Conduct
- Support Patria Church and the leadership team.
- Must be a member of an evangelical, Bible-believing church.
- Must have sufficient health and physical endurance to be able to complete the assigned responsibilities.
- Excellent organizational, time management, and project management skills.
- Strong interpersonal, communication, and relationship-building skills.
- Ability to work collaboratively in a positive and supportive manner with a variety of stakeholders, including school & church leadership, staff, donors, and the community.
- Proficiency in fundraising software and Microsoft Office Suite.
- Must have experience working in all social media platforms: Facebook, Instagram, Twitter, TikTok, LinkedIn
- Must have good verbal and written communication skills, with proper command of the English language.
- Must be able to work well independently, manage time well, and handle multiple tasks.
- Bachelor's degree in a relevant field; Master's degree preferred.
- Minimum of 5-7 years of experience in fundraising, development, or nonprofit management, preferably in a K-12 or Christian education environment.
- Proven track record of successful fundraising, donor cultivation, and team leadership.
- Experience in major gift fundraising, capital campaigns, and grant writing is highly desirable.
- First Aid/CPR Certification.
- TB clearance within the last four years.
- Criminal Justice fingerprint clearance.
- Immigration Reform and Control Act of 1986: An Eligibility Verification Form (I-9) will be required, along with the supporting documents listed on the I-9 form.

PERSONAL AND SPIRITUAL LEADERSHIP QUALIFICATIONS

- Integrate UCA's mission and core values into all development and donor relations activities.
- Displays a personal decorum that models professionalism, modesty, and good taste
- Models Christian virtues in attitude, speech, and action
- Exhibits the fruit of the Spirit (Gal. 5:22, 23)
- Models and cultivates habits of prayer, faith, and encouragement in self and others.
- Commits and contributes to a local church.
- Demonstrate continual growth in biblical knowledge and spiritual maturity.
- Develops and maintains rapport with students, parents, and colleagues to promote a positive school atmosphere.
- Possesses a solid and growing knowledge of the Scripture and Christianity
- Ensure that all development efforts align with UCA's mission and contribute to the spiritual and educational growth of students.
- Maintains a lifestyle that promotes health and endurance necessary for the position.
- Maintains good attendance.

DONOR RELATIONS & STEWARDSHIP

1. Cultivate and maintain strong, positive relationships with major donors, alumni, parents, local businesses, and church communities.
2. Create and implement a donor stewardship program to ensure that donors feel valued and informed about the impact of their gifts.
3. Manage a portfolio of key donor relationships, ensuring regular communication, recognition, and meaningful engagement.
4. Maintain an active database of donors and donations, and send correspondence as needed:
 - Quarterly Newsletter
 - Donation Thank You Letters
 - Eagle Vision Letters
 - Christmas Letters
 - End of Year Giving Statements
 - Other Appeal Letters, as needed

UCA

More Than a School — A Place to Belong, Grow, and Lead

FUNDRAISING RESPONSIBILITIES

1. Develop and implement a comprehensive fundraising plan to support the school's annual operating budget, capital projects, endowment, and special initiatives.
2. Lead and oversee fundraising campaigns, including annual giving, major gifts, planned giving, and capital campaigns.
3. Work closely with the Superintendent and the executive team to set and achieve fundraising goals.
4. Support the process by which the school increases public understanding of its mission and accomplishes its goals.
5. Work with the admissions department to develop and cultivate engagement strategies to foster relationships between UCA and new families.
 - Establish a process through which families are guided and nurtured from their first experience as prospective families to becoming a thriving and supportive part of UCA.
6. Support all Eagle Vision Annual Fund/Gala efforts.
 - Work with school leadership to determine Eagle Vision goal(s) for the year
 - Work with the Superintendent and the Major Gifts Officer on strategy
 - Recruit an Eagle Vision planning committee to assist with planning efforts
 - Coordinate all event details and program logistics for Eagle Vision Annual Gala
 - Create messaging for all promotional material (i.e., save the dates, invitations, event program, graphics, screen slides, etc.)
 - Develop a quality program consisting of student and alumni testimonials, engaging videos, and student performances
 - Oversee all event elements (i.e., catering details, event décor, sound/lighting needs)
 - Manage Eagle Vision follow-up process

COMMUNICATIONS AND EVENTS RESPONSIBILITIES

1. Collaborates with the Director of Marketing & Advancement to coordinate and oversee community events, workshops, and forums to encourage active participation and dialogue between UCA and our community of stakeholders.
2. Establish and maintain partnerships with local businesses, non-profits, educational institutions, and other organizations to collaborate on the school initiatives.
3. Execute a comprehensive communications plan.
4. Manage key messaging for the entire school community.
 - Proof and/or edit all external-facing content and publications.
5. Run inquiry reports and analyze tracking data to inform marketing strategies.
6. Partners with the marketing department to develop messaging for advertising campaigns, including, but not limited to:
 - a) Postcard mailings
 - b) Radio spots
 - c) Newspaper and magazine advertisements
 - d) Community billboards or mall advertisements
 - e) Local sports arena advertising (i.e., Quakes, Ontario Reign)
7. Search engine marketing and optimization
 - Help facilitate major fundraising events.
 - Oversee and manage the development budget, ensuring resources are used efficiently to achieve strategic objectives.
 - Advocate for community interests within the organization, providing insights and recommendations to senior management on policy and program development.
 - Collaborate with the marketing department to design and execute surveys and other feedback mechanisms to gauge community needs, perceptions, and satisfaction levels with the school's efforts.

This job description is meant to cover the key requirements of the job duties. Other activities, duties, or responsibilities may be required of the employee, and these may change, or new ones may be assigned at any time with or without notice.





Search Process

The United Christian Academy search is underway to appoint a new Director of Donor Development who will begin as soon as a suitable candidate is identified. The hiring decision will be made by the Head of School. UCA 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](#)