



Director of Development

Village Christian School

Sun Valley, CA



INTRODUCTION

Village Christian School (VCS) was founded in 1949 as an outreach to the community, providing an innovative Christ-centered education that equips students to be leaders and influencers. From humble beginnings in a small Burbank church building with 40 elementary students, VCS has grown into one of the largest JK–12 private schools in Southern California. Today, VCS serves approximately 1,200 students on a serene 30-acre campus in Sun Valley, California, nurturing scholars, athletes, and artists as they develop their God-given abilities. Operated independently while maintaining a strong, enduring relationship with Village Church, VCS is a non-covenantal school serving families from more than 200 churches and a diverse range of ethnic, socioeconomic, and family backgrounds.

Village Christian School is seeking a mission-aligned Director of Development to begin as soon as a suitable candidate is identified. Reporting to the Vice President and Head of School, the Director of Development will help advance VCS's long-term mission and ministry by creating and executing a comprehensive advancement strategy that strengthens stakeholder relationships, fosters generosity, and secures philanthropic support.

Mission

To provide a "CAREing", Christ-centered education producing students who thrive.

Motto

*"College-Bound from Kindergarten,
Christ-Centered for Life."*





CARE VALUES

In order to reach its mission, Village Christian School focuses on the following CARE values:

Christ-Centered: Village Christian School sees its primary purpose to be a welcoming school where students can be exposed to the rich life of God's love by knowing Christ personally (John 17:3). It is our desire that every student comes to a point where Christ is at the center of their life, influencing every thought that they have and action that they make. In so doing, they will be equipped to spread His Word even further.

Accessibility/Affordability: Allowing Christ to influence every thought and action, we model our school after Jesus' example of making Himself available to all that would come to Him. He did not set Himself aside for the most privileged or most affluent, but rather was welcoming to all that wanted to hear Him. Following His lead, our goal is to be accessible to the greatest number of students and families possible.

Real Relationships: Motivated by love, God sacrificed His own Son so that we could have a real eternal relationship with Him (John 3:16). Likewise, the evidence that we have a vital relationship with Christ shows up in the way we love one another. (John 13:35). Having a personal relationship with Jesus Christ is central to every other relationship we have and as we pursue this relationship with Him, He will increase our desire to serve one another.

Educational Excellence: Finally, as a school, these values are expressed in an excellent Christian education. We don't believe that excellence is compromised with accessibility and therefore, we dedicate ourselves in the pursuit of academic excellence unmatched by both public and other private schools. It is our desire that each student develop a lifelong love of learning and improving themselves for the future.

VILLAGE CHRISTIAN AT A GLANCE

Founded:

1949

Average Class Size:

16

Operating Budget: Scholarship Money VCS
Seniors Received:

\$22.4M

Total College Acceptances (2025)

404

Churches Represented

200+

Enrollment (JK-12):

1200

ACADEMICS

Village Christian School is deeply committed to academic excellence, offering a comprehensive, Christ-centered, college-preparatory education from junior kindergarten through 12th grade. The academic program is designed to develop students who are well-prepared for their futures by fostering critical-thinking skills and essential life skills for the information age—all framed within a biblical worldview.

During the Elementary years, students master foundational skills to become life-long learners and interact with the world around them through intellect and curiosity. VCS's unique STEAM (Science, Technology, Exercise, Art, and Math) Initiative lays the foundation for students to become responsible, self-motivated, and disciplined. Recognizing that Middle School is a unique time in a student's life, VCS's academic program focuses on helping students make a smooth transition from Elementary into a more challenging, multiple-classroom environment. They provide relevant curriculum in the sciences, social studies, language arts, and Biblical studies that is challenging, integrative, and engaging, providing the perfect bridge to High School. As students enter High School, VCS intentionally guides students into the journey of young adulthood through Concentrations® – a signature high school program that places each student in one of six personalized academic pathways (English & Global Leadership, Health & Environment, STEM, Ministry & Social Justice, Performing Arts & Media, and Visual Arts & Media). Each concentration integrates rigorous coursework, real-world practicum experiences, and intentional faith formation, equipping graduates for college, career, and a life of purpose in Christ.

SPIRITUAL AND STUDENT LIFE

Village Christian School's spiritual life is rooted in the life-changing story of Jesus and the conviction that He is the ultimate source of all truth and the reason we pursue learning in the first place. Since its founding by a small church in Burbank in 1949, Village has sought to provide a distinctly Christian education, beginning in the early grades, while offering the compelling good news of Jesus throughout the educational and extracurricular life of the school.

Biblical Studies begin in junior kindergarten with timeless Old Testament stories of faith, the Christmas and Easter narratives, Bible verse memorization, and an emphasis on positive character traits. As students mature, they learn about the life, death, and resurrection of Christ, the attributes of God, and the integration of God's Word into life habits and choices. In Middle School, students are taught foundational Biblical truth and Christian theology through the lens of a Biblical worldview, fostering holistic development of their identity in Christ. In High School, spiritual formation is encouraged through programs that allow students to explore and deepen faith in Jesus Christ and apply that faith through service opportunities, missions trips, and interactive community involvement. Across campus, Spiritual Life is also expressed through grade-level retreats, regular chapels, weekly Bible studies, 1:5 Circles of Care mentorship, Worship Arts, Servant Leadership, ASB, LIFE Groups, Friendship Circles, community service, and local church partnerships.





ACCREDITATION AND GOVERNANCE

VCS was the first California school admitted into the Council on Educational Standards and Accountability (CESA), a national organization representing the top Christian schools in the country. The school is also fully accredited by the Western Association of Schools and Colleges (WASC), a designation that affirms its rigorous academic standards and commitment to ongoing institutional improvement. VCS has been named a National Blue Ribbon School of Excellence by the United States Department of Education—a recognition shared by only a select group of schools nationwide—and has earned repeated recognition as a Los Angeles Times and Daily News Readers' Choice Best School and Burbank Leader Best Private School.

The school operates as an independent institution governed by a Board of Directors, maintaining a strong and enduring relationship with Village Church while functioning independently in matters of governance and administration. This structure allows VCS to remain nimble and mission-focused, making decisions in the best interest of its students, families, and the broader community it serves.

FACULTY AND LEADERSHIP

Village Christian School is led by Head of School Tom Konjoyan, who oversees a seasoned, mission-aligned administrative team. Together, this leadership team is committed to advancing the school's CARE values and ensuring that every dimension of the VCS experience—academic, spiritual, athletic, and artistic—reflects the mission of providing a Christ-centered education that produces students who thrive.

Faculty and staff at Village Christian School are men and women who are actively pursuing their faith in Jesus Christ and are involved in a local church. They are not simply educators—they are mentors, disciplers, and spiritual role models who integrate biblical truth into every subject and relationship. VCS employs cutting-edge curriculum within innovative, research-based programs, and its faculty are equipped to meet the needs of a diverse student body. The result is a school culture where students are known personally, challenged academically, and nurtured spiritually.





THE ARTS

The Fine Arts Department at Village Christian School embodies the belief that the arts play an integral part of academia—inspiring, nurturing, and enhancing the cultural lives of students. The school's goal is to recognize the gifts of each student and, through mentorship, education, and practice, develop those gifts with excellence and discipline. VCS aims for its graduates to leave with a strong foundation in Christ, confidence in who He created them to be, and the excellence in artistic skills needed to make an impact in the entertainment industry or any career of their choosing.

Students engage in award-winning visual and performing arts programs spanning theater, instrumental and vocal music, visual arts, and dance. VCS's exceptional teachers and directors have created strategic programs that combine excellence and innovation so students can grow as musicians who inspire, writers who engage, directors who tell important stories, and dancers who use movement to connect with their audience. These programs culminate in high-quality performances, gallery exhibitions, and productions that celebrate student creativity and excellence.

ATHLETICS

Village Christian School offers championship-caliber athletics that develop healthy habits, attitudes, and ideals necessary for ethical competition and cooperation in society. Village Christian aims to compete with excellence, sportsmanship, and in a way that honors Christ. Student-athletes have the chance to play at a variety of levels across multiple sports, all while receiving expert coaching, participating in college-model strength/conditioning and sports medicine programs, and receiving guidance to continue their careers at the collegiate level. The Crusaders compete in the CIF Southern Section Olympic League.

Athletic Offerings

Baseball

Basketball

Beach Volleyball

Cheer

Cross Country

Flag Football

Football

Lacrosse

Soccer

Softball

Tennis

Track and Field

Volleyball

Wrestling





THE OPPORTUNITY

Village Christian School seeks a dynamic, mission-aligned leader to serve as its Director of Development. This is an exceptional opportunity to join a thriving, nationally recognized Christian school and play a pivotal role in advancing its long-term mission and ministry. The Director of Development will report to the Vice President and Head of School and serve as a key member of the Administrative team, responsible for developing and executing a comprehensive advancement strategy that builds a culture of generosity, deepens relationships with key stakeholders, and secures the philanthropic resources necessary for VCS to continue to flourish.

The ideal candidate will be a relational, mission-driven leader who can clearly communicate VCS's vision and inspire generous giving among donors, alumni, parents, and community partners. VCS recognizes administrators as an integral part of the ministry of the school, and this leader will approach the work as both a calling and a profession—contributing to a community where faith and excellence are woven together in every dimension of school life.

GENERAL RESPONSIBILITIES

- Advances the school by developing major donor gifts
- Coordinates capital campaigns
- Builds relationships with donor groups

SPECIFIC RESPONSIBILITIES

- Works with Vice President and Head of School to develop a list of Major Donor Prospects
- Cultivate relationships with Donor Prospects that lead to major gifts totaling approximately \$250,000 per year
- Develops and coordinates donor recognition program
- Develops fundraising relationships with donor groups
- Cultivates corporate sponsorship program for facilities
- Supports fundraising and campaign related events
- Works with Development Team on projects
- Other responsibilities as assigned

COMMUNICATION AND EVENTS

- Collaborate with the Director of Marketing & Advancement to coordinate community events, workshops, and forums that encourage active participation and dialogue among VCS stakeholders.
- Establish and maintain partnerships with local businesses, nonprofits, educational institutions, and other organizations to advance school initiatives.
- Execute a comprehensive communications plan; manage key messaging for the school community, including proofing and editing all external-facing content and publications.
- Partner with the marketing department to develop messaging for advertising campaigns across a variety of channels including print, digital, radio, and community media.
- Run inquiry reports and analyze tracking data to inform and refine marketing strategies.
- Oversee and manage the development budget, ensuring resources are deployed efficiently in service of strategic objectives.

QUALIFICATIONS

Village Christian School seeks to hire only employees with a vibrant Christian faith. Successful candidates will possess experience in:

- Vital relationship with Christ
- Agreement with VCS Statement of Faith and Mission Statement
- Knowledge of VCS code of conduct and standards for behavior
- Experience in fundraising, relationship development
- Effective interpersonal skills including tact, patience and courtesy
- Ability to work independently and exercise good judgment in performing duties
- Communicate effectively and positively with all members of the Village Christian community
- Preferred: 5+ years of fundraising experience.
- Bachelor's Degree



SEARCH PROCESS

The Village Christian School search is underway to appoint a new Director of Development who will begin as soon as a suitable candidate is identified and is able to start. The hiring decision will be made by the Head of School. VCS has engaged NextEd to provide support.

VCS offers a competitive salary and benefits with comparable private schools in the region. 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 recorded video interview.



**PLEASE DIRECT ALL INQUIRIES AND
NOMINATIONS IN CONFIDENCE TO:**

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[CLICK HERE TO APPLY](#)