



PTCS Job Opening

Director of Development

Job Details

Job Type: Full Time

Schedule: Monday - Friday: 8:00 AM - 4:00 PM

Pay: Salary

Reports To: School Principal

Pui Tak Christian School

Pui Tak Christian School is a high-performing, faith-based school located in Chinatown, Chicago, IL. Pui Tak Christian has been in operation for 69 years, and we serve Preschool 3-year-old to 8th-grade students. PTCS seeks growth-oriented and like-minded teachers for the 2022-2023 school year.

Job Description

The Director of Development will work closely with the School Principal to articulate the mission and vision of the school to parents, supporters, and potential supporters. The Director is responsible for leading the school's advancement. The Director of Development is also responsible for actively developing and maintaining donors, parents, volunteers, and alumni relationships and improving student recruitment.

Job Responsibilities

- Coordinate and conduct development research activities
- Market the school and raise its visibility among parents, donors, and potential donors
- Design, implement and manage all promotional activities and events
- Assist the implementation of the communication and the promotional plan for the school's expansion project, Project Nehemiah
- Prepare quarterly reviews and provide an Annual Fundraising Financial Report

- Maintain database for donors and potential donors
- Develop and maintain the alumni database
- Conduct research on grants and funding opportunities
- Prepare and submit grant applications and proposals

Culture Fit - Do These Words Describe You?

The successful PTCS Director of Development is...

- Passionate alignment: knows and loves the organization and mission. Excited about the vision of the school
- Learner: can take direction and feedback well and has a great desire to learn
- Relational: friendly and approachable
- Team player: able to work on a team and actively contribute ideas
- Communicator: consistently communicates with families via strong verbal/written communication
- Solution specialist: able to identify problems and find solutions
- Conflict resolver: unafraid to tackle conflict
- Person of Integrity: at the core, makes solid decisions based on lifelong values
- Self-Aware: knows where he or she needs growth; finds others to fill in those gaps
- Flexible: adapt to a less-than-ideal classroom environment

Skills/Qualifications

- Management or leadership experience preferred
- Excellent communication and interpersonal skills
- Organizational, time-management, and problem skills needed
- Excellent attention to detail
- Event planning capabilities

Job Requirements

- Bachelor's degree in business, non-profit management, or a related field
- Proficient with MS Office applications and Salesforce

To Apply

You can read more about our school at www.puitakschool.org/about-us. Please send resumes to bonnieho@puitakschool.org and graceocampo@puitakschool.org.

As an equal opportunity employer, Pui Tak Christian School hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability, or any other category protected by applicable law.

“Joy in Learning, Love in Teaching”