



PTCS Job Opening

Communications & Development Director

Job Details

Job Type: Full-Time

Schedule: 12 Month Position, Monday – Friday, 8:00 AM – 4:00 PM

Pay: \$41,448–\$62,293 starting salary, dependent on qualifications and experience.

Benefits:

- Medical, dental, and vision insurance
- Medical and Dependent Care FSA
- Life insurance
- 401K with matching contribution following 1 year of employment
- Generous sick, personal, and vacation time off
- Eight Federal Holidays off and Thanksgiving, Christmas, and Spring Breaks
- Tuition discount for employee children
- Pre-Tax Transportation Account

Reports To: School Principal

Pui Tak Christian School

Pui Tak Christian School (PTCS) is a high-performing, faith-based school located in Chinatown, Chicago, IL. PTCS has been in operation for over 70 years, and we serve Preschool 3-year-old to 8th-grade students. PTCS seeks a growth-oriented and like-minded professional to lead the development and communications efforts of the school.

Job Description

The Director of Communications & Development will manage and execute all communications and related strategic development activities at Pui Tak Christian School to support the school's advancement. The Director of Communications & Development will oversee the production of all official communications materials by supportive staff, volunteers, and freelance contractors. The nature of this role is to support fundraising campaigns, school marketing, and development activities. This position also oversees the communications staff or staff performing communications duties.

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.
- Strategize, lead the creation of, and implement a general communications plan, fundraising for the school's expansion project, Project Nehemiah, and operational fundraising activities
- Maintain a database for donors and potential donors.
- Develop and maintain the alumni database.
- Conduct research on grants and funding opportunities, assist with preparing and submit grant applications and proposals.

Culture Fit – Do These Words Describe You?

A Successful PTCS Staff Member is...

- Passionately Aligned: Knows and loves the organization and mission. Excited about the school's vision.
- A Learner: Can take direction and feedback well and has a great desire to learn.
- Relational: Friendly and approachable.
- A Team Player: Able to work on a team and actively contribute ideas.
- A Communicator: Consistently communicates effectively through strong verbal and written skills.
- A Solution Specialist: Able to identify problems and find solutions.
- A Conflict Resolver: Unafraid to tackle conflict.
- A 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.

Job Requirements

- Bachelor's Degree in Communications, Non-Profit Management, or related field
- Excellent communication and interpersonal skills
- Organizational, time-management, and problem-solving skills needed
- Excellent attention to detail

To Apply

You can read more about our school at www.PuiTakSchool.org/About-Us. Please send resumes to BonnieHo@puitakschool.org and KathrynJohnson@PuiTakSchool.org.

As an equal opportunity employer, Pui Tak Christian School does not discriminate in its employment practices against any person because of race, color, biological sex (as determined by anatomy at birth and not subject to change), pregnancy, national origin, ancestry, age, disability, or military status. PTCS is legally allowed to make religion-based decisions in its employment practices in order to fulfill its religious mission. All employee positions are critical to the fulfillment of this mission. Consequently, PTCS expects all employees to live out the Ministry's Statement of Faith and all Biblical standards as interpreted by the PTCS leadership.

"Joy in Learning, Love in Teaching"

2301 S Wentworth Ave
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