



LOGANVILLE CHRISTIAN ACADEMY

Director of Business Growth and Support Staff

QUALIFICATIONS

Personal

- Visionary
- Self-motivated; strong work ethic
- Entrepreneur
- Relational; strong communication skills
- Inspires/expects/demonstrates excellence
- Exercises wise judgment
- Good all-around health
- A spirit of diligence, responsibility, promptness, organization and attention to detail
- A good sense of humor

Spiritual

- Loves Jesus and is in pursuit of a deep relationship with Him daily
- Actively involved in a body of believers
- Strong knowledge of scripture
- Align with the school's statement of faith, mission, and core values
- If applicable, an exemplary spouse and parent

Professional

- College degree; preferably in Business
- Proficiency in Microsoft Office with strong emphasis on Excel
- Experience in Accounting principles
- Collaborative
- Possesses organizational skills and attention to detail

RESPONSIBLE TO

Chief Financial Officer

POSITION TERMS

12 months

JOB DESCRIPTION SUMMARY

The Director of Business Growth/Support Staff will cast vision for and create a strategy around the generation of non-tuition revenue. He/she will also provide oversight of identified support staff team members.

RESPONSIBILITIES:

- Oversight and growth of internal fundraising efforts: Auction, Clay-Target Shoot, Fun Run, Corporate 300, Athletic Sponsorships (works with athletic director)
- Oversight and growth of the lunch program and personnel
- Oversight and growth of the before/aftercare program and personnel
- Development of summer camp program inclusive of athletics, specialty, and day camp

- Oversight and development of field/facility rentals and personnel
- Oversight and growth of the transportation program (bus routes, etc.)
- Oversight and growth of all after school programs/personnel; i.e. karate, ballet, band, etc.
- Oversight and growth of the school store and personnel
- Oversight of the following support staff: Nurse, Substitute Coordinator
- Work in conjunction with the CFO to create a strategy for land usage