

DEVELOPMENT COMMITTEE POSITION DESCRIPTIONS

Co-Chairman

Accountable for the operations of the committee and ensuring it functions effectively, efficiently, and harmoniously. Responsible for fostering relationships between the committee, school staff, and parents while overseeing all the duties of each committee member.

Community Engagement

Manages and implements strategies that mobilize people to give, advocate, and volunteer. Works to ensure programs and activities are consistent with the mission and goals of the school and contribute to an improved and robust quality of student life.

Enrollment

Provides information and support for families navigating the application, decision, and enrollment process. Analyzes data to identify trends, opportunities, and potential enrollment gaps. Organizes the Welcome to BSS yard sign placement to acknowledge new families.

Event Specialist

Coordinates, implements, and executes New Parent Orientation, Fine Arts Night, and the Fish Fry. Provides event updates to the committee.

Financial

Analyzes and presents financial data to the Development Committee to ensure the committee is growing and meeting its goals. Makes recommendations for future fund allocations, which are voted on by the committee with adherence to ethics, best practices, and pre-established financial plans.

Gratitude

Writes and distributes all follow-up communication in the spirit of thanks and appreciation.

Public Relations

Responsible for establishing a social media presence across multiple platforms and engaging with users. Additional duties include preparing and supervising the production of Annual Giving Campaign brochures, the Blessings Newsletter, and other handouts, promotional videos, and photographs as needed.

Recruitment Specialist

Coordinates, implements, and executes Get to Know BSS and Open House. Provides event updates to the committee.

Technology

TBD