**Development Director**

**Oak Grove Lutheran School**

**Summer 2025**

JOB TITLE: Director of Development

REPORTS TO: President

REVIEWED: July 2025

**PREAMBLE**

All employees at Oak Grove Lutheran School impact the lives of the young people. Therefore, all employees are expected to embrace the mission of Oak Grove Lutheran School, to serve as role models for Christian faith development from a Lutheran perspective, to interact with each other in a respectful manner, and to conduct themselves with integrity.

**SUMMARY**

Oak Grove Lutheran School opened in 1906 as the Oak Grove Lutheran Ladies Seminary, a high school for girls. Boys joined the student body in 1926. Today, Oak Grove serves more than 730 students from preschool through grade 12 and their families on two campuses in Fargo. The historic North Campus welcomes students in grades 6 through 12. The South Campus starts the educational experience for many children, opening doors for students from preschool through grade 5.

Oak Grove has been accredited continuously since 1926 by Cognia and its predecessor agencies. The school is approved by the North Dakota Department of Public Instruction.

The governing body is the Oak Grove Lutheran School Board of Regents. The board, in turn, assigns day-to-day operational responsibility to the President. Oak Grove operates in harmony with the faith and confessions of the Evangelical Lutheran Church in America (ELCA), the nation’s largest Lutheran denomination.

**POSITION**

Oak Grove seeks a Director of Development to lead comprehensive fundraising efforts for the school and affiliated Oak Grove Lutheran School Foundation. These efforts include development strategy, major gifts, planned giving, annual fund, donor stewardship, alumni affairs and related areas. Additionally, the Director of Development is responsible for setting assessment metrics, analyzing fundraising data and providing regular reports to the Oak Grove Lutheran School Board of Regents and the Oak Grove Lutheran School Foundation Board of Trustees.

**APPOINTMENT**

The position is full-time. The Director of Development reports to the President.

**ESSENTIAL DUTIES**

The essential duties and responsibilities are reflected in five areas — development strategy (15%), major gifts (40%), planned giving (30%), annual fund support (10%) and other responsibilities as assigned (5%). An individual must be able to perform satisfactorily these essential duties, by focus area:

Development strategy (15%)

• Create, oversee and execute development strategies designed to meet the school’s fundraising goals for annual giving and major gifts and also the Foundation’s goal for endowment growth through major gifts and planned giving;

• Create and execute annual operating plans based on development strategies;

• Build and review portfolios for development professionals;

• Assure regular review of and updates to guidelines and protocols used with the donor management system; and

• Work with volunteer groups to assure a wholistic approach to fundraising that benefits Oak Grove’s students, faculty and staff.

Major gifts (40%)

• Research known and prospective donors capable of gifts at $25,000 or higher and create plans to build affinity for Oak Grove among these donors and prospects;

• Manage a portfolio of 100-120 donors and prospects in ways that move donors toward solicitations, gifts and pledges; and

• Report actions with known and prospective donors.

Planned giving and endowment growth (30%)

• Research known and prospective donors and carry out plans to attract new endowed funds, additional funds to existing endowments, and estate gifts;

• Working with the Foundation’s investment manager and internal resources, produce an annual report for donors to the endowment; and

• Develop resources for donors that focus on endowment gifts, endowment-related incentives and planned giving.

Annual fund support (10%)

• Provide direction for the Development Relations Officer on annual fund, stewardship and special events such as the Oak Grove Gala, Giving Hearts Day, Annual Business Partners and appeals; and

• Engage and solicit gifts to the annual fund from donors who support Oak Grove through a variety of financial gifts.

Other duties (5%)

• Work collaboratively with other external-facing functions of the school, including admissions, marketing, athletics, performing arts and student clubs and organizations;

• Participate in leadership activities that set direction for the school and the Foundation and integrate those objectives into the annual plan for development; and

• Participate actively with the Foundation Board of Trustees.

**QUALIFICATIONS and REQUIREMENTS**

Requirements reflect necessary knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Required attributes:**

• Bachelor’s degree from an accredited college or university;

• Three or more years of professional fundraising experience, including major gifts and planned giving;

• Sophisticated understanding of donor maturation sequence from prospect research through solicitation and stewardship;

• Significant experience developing individualized development plans, particularly for major gifts and planned giving;

• Experience writing proposals for major gifts and planned gifts;

• Experience working with online giving platforms;

• Experience working with special appeals;

• Strong organizational skills and the abilities to make progress on multiple initiatives;

• Demonstrated knowledge of best practices around philanthropic giving and the necessary confidentiality and integrity inherent in the position; and

• Outstanding interpersonal communications skills and demonstrated ability to write clearly and persuasively.

**Preferred attributes:**

• Certified Fund-Raising Executive (CFRE) credential or similar;

• Substantive expertise in the Blackbaud Raiser’s Edge donor management system;

• Supervisory experience in fundraising;

• Experience in creating and conducting special events; and

• Experience with fundraising in an educational or church-related environment.

**SUPERVISORY RESPONSIBILITIES**

The Director of Development will supervise staff working in development.

**OTHER SKILLS and ABILITIES**

The Director of Development must establish and maintain effective working relationships with students, staff and the school community; must communicate clearly; and must perform duties with awareness of all Oak Grove policies.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires local, regional and national travel, including driving to appointments. While performing the duties of this job, the employee is regularly required to participate in conversations. The employee frequently is required to stand, walk, operate a computer, sit, and occasionally to reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds, including materials associated with special events and items used regularly in the office. Specific vision abilities required by this job include the use of computers in the workplace and driving for off-campus meetings. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

**EVALUATION**

Job performance is evaluated in accordance with policies and established best practices.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**COMPENSATION and BENEFITS**

Salary offer will reflect the market, experience and Oak Grove practices. Benefits include health insurance, a 7.5% retirement plan match, optional coverages, tuition discount for dependents, lunch on campus and free admission to most athletic events and student activities. Additionally, Oak Grove faculty, staff and dependents receive tuition discounts at Concordia College in Moorhead.

**APPLICATION PROCESS**

Candidates should provide a letter of application, a current résumé or curriculum vitae, a copy of credentials for the position, and names and contact information for five professional references to:

Nicky Bogenreif

Human Resources and Payroll Manager

Oak Grove Lutheran School

124 North Terrace

Fargo, ND 58102

nicky.bogenreif@oakgrovelutheran.com

Screening Date: Screening will continue until the position is filled.

Start Date: September 15, 2025, or mutually acceptable other date.

Application material may be submitted by e-mail or through U.S. mail.

Additionally, any candidate invited to a campus interview must provide college or university transcripts prior to the interview. Transcripts may be submitted with the application material.

**PREFERENCE**

Preference may be extended to candidates who have relationships with Oak Grove Lutheran School and to candidates who have experience in educational settings.