

FOUNDATION OF CENTRAL CHRISTIAN COLLEGE OF KANSAS
POSITION ANNOUNCEMENT: ADVANCEMENT OFFICER

Founded in 1884, Central Christian College of Kansas (CCCK) offers a Christ-centered four-year college experience to a diverse student body (www.centralchristian.edu). The College's mission is incorporated within each of its 40 areas of study, striving to develop each student's heart, mind, soul, and strength. Located in McPherson, Kansas, on ground students enjoy easy access to a wide variety of activities and service opportunities. Beyond the traditional campus, the College's reach extends around the world through numerous online programs. CCCK is affiliated with the Free Methodist Church of North America and welcomes all students regardless of gender, race, ethnicity, disability or economic status.

Salary is commiserate on credentials and experience. A generous complement of benefits is offered, including health insurance, retirement plan contributions, and dependent tuition remission (on ground). Beyond those measurable benefits, CCCK is a great place to work, with dedicated faculty and staff serving with whole hearts, shaping the next generation of Christian leaders. McPherson also offers a relatively low cost of living.

The position requires acceptance and affirmation of the College's evangelical statement of faith and a lifestyle commitment.

Additional requirements include:

- Individual must be fluent in Microsoft excel, Microsoft word, mail-merging, database and data manipulation
- Comfortable with bookkeeping and elementary accounting
- A demonstrated vital Christian faith
- Focus on Client Relationships and Written Communication

Interested candidates should submit a cover letter describing their interest in the position and qualifications for this specific position, a resume or curriculum vitae, statement of faith, and the contact information for three professional references (include phone and email). All applications and nominations will be considered highly confidential.

All nominations and applications should be mailed electronically to david.ferrell@centralchristian.edu.

A review of information submitted will begin immediately.

Central Christian College of Kansas recognizes the benefits of maintaining a diverse faculty and staff who can provide a wide spectrum of perspectives and experiences representing the creativity of a loving and innovative God. Central Christian College of Kansas reviews all applications and hires individuals based on their qualifications for the position. Therefore, the College does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, marital status, parental status, or military or veteran status. As a Christian college, affiliated with the Free Methodist Church of North America, Central Christian College of Kansas asserts its right to employ persons who subscribe to the intent, mission,

Statement of Faith, and Core Values of the College, as well as the lifestyle expectations articulated in the Free Methodist Book of Discipline (Para. 3000–3430; 2019).

Job Description:

Job Purpose: Promotes the corporate image by representing CCK and the Foundation of Central Christian College internally and externally. Serve as an active fundraiser for the College/Foundation.

Advancement Officer Job Duties:

- Represents CCK by welcoming visitors, assisting company dinners and other corporate functions.
- Travels at the discretion of the V.P of Advancement and/or Foundation Executive Director to meet with Foundations, alumni, friends and other public relation events.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; and participating in professional organizations.
- Attend Advancement KICA conferences
- Network with the Free Methodist Foundation in regard to Financial Planning and creating Wills and Trusts
- Maintain and grow President Circle membership.
- Attend and participate in the weekly Advancement Staff meetings.
- Assist with Advancement annual events, mailings, business drive, city responders, etc.
- Call and/or send notes of thanks monthly to donors as requested by the V. P. Advancement
- Maintain currency with Denari data entry efforts
- Represent the Advancement office and link fund raising efforts with the Alumni Board
- Assist with the annual volunteer recognition event
- Additional tasks as assigned by the V.P. Advancement and or Foundation Executive Director

Skills/Qualifications: Travel availability, Scheduling, Ability to Inform Others, Presentation Skills, Self-Confidence, Meeting Management, Client Relationships, Written and Oral Communication, Promote Process Improvement, Decision Making, Administrative Writing Skills

Contact David Ferrell at 620.504.5000 or David.Ferrell@centralchristian.edu

Sales experience is preferred. Understanding of Christian Higher Education is important. Familiarity with the Free Methodist Church and our church colleges, particularly Central Christian College, would be very helpful.

We intend on closing the posting and no longer accepting applications as of Saturday, December 31, 2022