



## Director of Advancement

Norfolk Christian Schools  
Norfolk, Virginia  
July 2024 • [norfolkchristian.org](http://norfolkchristian.org)



### The Opportunity

ST Search & Consulting is assisting Norfolk Christian Schools in the search for its next Director of Advancement. Norfolk Christian produces lifelong learners by providing an excellent educational foundation with a Biblical worldview.

It is the mission of Norfolk Christian Schools to equip students spiritually, intellectually, and physically to love God and to serve Him as Christ's Ambassadors in the world.

Norfolk Christian, an international leader among Christian schools, is known for exceptional college preparatory academics and an unwavering Christ-centered curriculum. Differentiated instruction focuses on each student's strengths and needs. Formative and summative assessments combine to track learning progress and ensure subject and skill mastery. Students thrive as they develop their unique strengths. They gain confidence and commitment to work to their best abilities.

Norfolk Christian equips students with the tools and knowledge they need to grow in their relationships with Jesus Christ and to impact the world for his Kingdom. The curriculum combines the methodology of Christian Deeper

Learning with five competencies crucial for 21st-century students: Critical Thinking, Creativity, Collaboration, Communication, and Christlike Character. These Five C skills are vital in setting young men and women apart and preparing them for success and faithful service in college and career.

The next Director of Advancement will play a key role in developing and implementing fundraising strategies, managing donor relationships, overseeing the annual fund, and fostering a culture of philanthropy. The Director will also manage development officers, participate in administrative teams and committees, oversee the budget, and ensure effective data management policies. Community participation is a key aspect, involving leadership in events, coordination of fundraising activities, positive representation of the school, and engagement with families and students.

Norfolk Christian Schools is an independent Christian school serving approximately 750 students in prekindergarten through grade 12.

### To Apply

Please complete the online [Application](#) to become a Southern Teachers Candidate and submit a cover letter explaining your interest in and qualifications for this position.



SOUTHERN TEACHERS  
AGENCY



## Performance Objectives

### Deepen and Diversify Norfolk Christian Schools' Funding Base

Manage the school's annual fund and work closely with the Head of School to achieve the school's overall annual revenue goals. Develop and implement strategies to attract new major individual donors. Lead research on prospective donors, grants, and new funding initiatives. Work with our foundation partner in procuring tax credit donors to fund need based tuition scholarships.

### Grow Major Gifts, Planned Giving, and the Endowment

Actively participate in leadership gift solicitations; manage a portfolio of prospective individual donors and cultivate, steward, and deepen relationships with existing donors. Analyze and bolster the school's major gift program via the identification, cultivation, solicitation, and stewardship of prospects and donors. Strengthen the school's planned giving program.

### Foster a "Culture of Philanthropy"

Develop through the staff, alumni, and parent network a culture and tradition of philanthropy. In partnership with the Director of Marketing, generate effective fundraising related print materials and digital web-based communications. Build and maintain interest and support for Norfolk Christian including leveraging the alumni network to support and celebrate the school.



### Core Values

#### 1. Leadership – Nehemiah 2:18, Matthew 20:28

Norfolk Christian seeks to equip leaders to promote God's purposes, exercise self-control and self-discipline, fear God and respect those in authority, and serve others diligently.

#### 2. Truth – Romans 11:36, Psalm 119:142, 160, John 8:32

Norfolk Christian pursues Truth so our students may recognize God as creator and sustainer, acknowledge that all truth has its foundation in God's Word, pursue knowledge and wisdom and get understanding, desire academic excellence, and be lifelong learners.

#### 3. Worship – Psalm 95:6, Revelation 4:9-11

Norfolk Christian cultivates worship so our students will praise Him with our lips and our lives, be obedient to His Word and the guidance of the Holy Spirit, understand and extend forgiveness and mercy, and pray without ceasing.

#### 4. Relationship – Matthew 22:37-39; John 15:1-13

Norfolk Christian values relationship so our students might maintain a personal relationship with Jesus Christ, walk in the knowledge of His grace, be active disciples, and remain in fellowship with the community of Christ.

#### 5. Stewardship – Luke 12:42-43, 1 Peter 4:10-11

Norfolk Christian emphasizes stewardship so our students will recognize our responsibility to care for God's creation, give of time, resources and talents, exercise compassion, mercy and grace, promote fiscal responsibility, and practice wise decision-making.

#### 6. Partnership – Deuteronomy 6:4-7

Norfolk Christian values partnership and respects the primary role of the parents to educate their children and promotes the partnership between the local church, home, and school.

#### 7. Ambassadorship – Matthew 28:18-20; 2 Corinthians 5:20

As Ambassadors, we equip students to represent Christ to the world, be obedient to the Great Commission and be salt and light to a dark world.



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## The Position

### Responsibilities

#### Leadership and Management:

- Inspire and manage two Development Officers ensuring that future staff are properly hired, trained, supported, and guided, and that their professional development is nurtured.
- Manage, cultivate, and support parent volunteer networks.
- Serve on the school's senior administrative team and lead or participate in several other committees.
- Produce Board reports, presentations and attend meetings.
- Manage Development Office budget.
- Oversee data management policies for the Development Office, including privacy, accuracy, reports, best practices, gift entry, reconciliation, surveys, paperwork, etc.

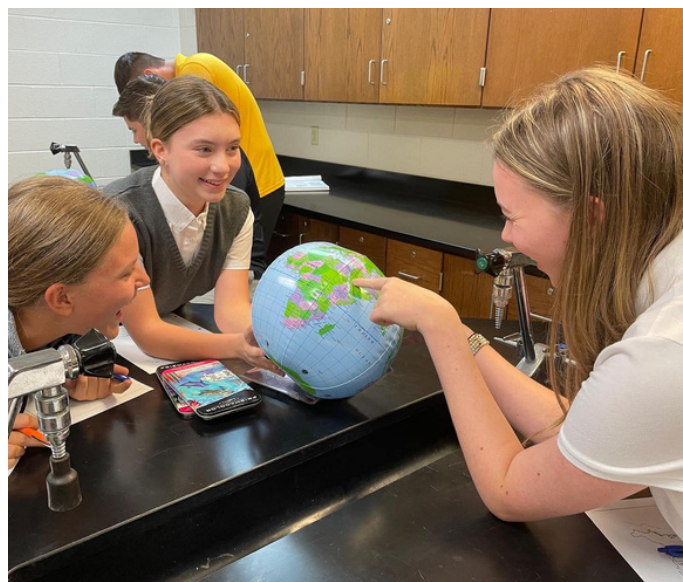
#### Community Participation:

- Lead and oversee annual community, parent, alumni, and fundraising events.
- Oversees the coordination of all fundraising at Norfolk Christian (i.e. Boosters, Parent Teacher Fellowship, student clubs, missions, etc.) so that all fundraising asks are understood and approved by the Advancement Office.
- Publicly represent the school in a positive and proactive way, collaborating with alumni, parents, other local institutions, and neighbors.
- Contribute where needed to interact with families and students (parking lot duty, Back to School Night, concerts, athletic events, etc.).

### Qualifications

#### Education and Experience:

- Bachelor's degree required; master's preferred.
- 7-plus years of leadership experience in a nonprofit organization as a fundraising and development professional, preferably in independent schools.
- Experience working collaboratively and harmoniously with the senior leadership team, fostering an environment of open communication, trust, and shared goals.
- Experience with event planning from small intimate coffees to large galas.
- Deep grounding in all aspects of development work, from annual giving to major gifts, prospect research to stewardship, constituent events to advancement services.
- Ability to learn, understand, and convey priorities to donors and the community.
- Excellent written and verbal communication skills, tact, sensitivity, and mature judgment.





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### The Position (*continued*)

- A motivational communicator, both written and verbal, who is effective in 1-on-1 and group settings, as well as equally engaging with internal and external audiences.
- Knowledge of and proficiency in Word, Excel, PowerPoint, Google Docs, and familiarity with CRM donor database programs.
- Ability to cultivate and build strong and organic relationships with both the school and greater Hampton Roads community.

#### Personal Characteristics:

- Follower of Christ who exhibits a close personal walk with Jesus Christ: modeling an exemplary Biblical lifestyle and evidencing maturity in the understanding and integration of sound Biblical principles.
- Commitment to the mission, vision, and values of Norfolk Christian Schools.
- Team-oriented and collaborative; able to bring people and ideas together to solve problems and advance initiatives.
- A strong work ethic, including the ability to work efficiently under pressure; meet deadlines; demonstrate strategic thinking and good decision-making; maintain and model high personal, ethical, and professional standards.
- Highly organized and detail oriented.
- Fundamentally relational, highly trustworthy, and able to hold confidences.
- Excellent listening skills and the ability to work with constituents possessing diverse opinions.
- Even keeled, highly emotionally intelligent, a joyful spirit, and empathetic.
- Possess and exhibit a growth mindset and constant pursuit of professional development.



### Royal, King of the Ambassadors

During the school's founding, Norfolk Christian students became known as "Ambassadors," a name inspired by the school verse, 2 Corinthians 5:20. The school later struggled to find a fitting mascot until the late 1990s when Athletic Director Rich Rose adopted the lion as an appropriate symbol for the school. It wasn't until 2018, however, that the current face of the lion was created, and at that point, students gave him the name so beloved today, "Royal."



*"We are therefore Christ's ambassadors, as though God were making His appeal through us."*





## The School

### History

In the early 1950s, Reverend John Dunlap, Pastor of Tabernacle Church of Norfolk, felt called to start a Christian School. One of only six Christian schools in Virginia at the time, Norfolk Christian Grammar School was born in 1952, with 76 students, five staff members, and a budget of \$13,070. In 1953, Pastor Gene Garrick joined as the first NCS principal and the strong partnership between these two Godly men began. Under their leadership, Norfolk Christian grew to 350 students over the next decade. A new High School was built on Thole Street in 1959, and an inaugural class of ten graduates received their diplomas in 1963. Always on the forefront of Christian education, Drs. Dunlap and Garrick pursued curricular and program excellence and encouraged other Christian schools around the country to do the same. Their strong commitment to global missions became a hallmark of the NCS Ambassador Experience and formed the basis of the school's steadfast commitment to evangelism. Now, more than 70 years later, Norfolk Christian's mission remains the same: to send students into the world who love God and are equipped to be Ambassadors for Christ, wherever He may take them. Dr. Dunlap's humble vision has produced a landmark institution with an international reputation for nurturing exceptional students with hearts for evangelism.

### Christian Mission

Ambassadorship is a key component to the mission of NCS. An ambassador is sent by a person in authority to represent and share a message. Ambassadors for Christ are sent by Jesus to represent Him and share His message with the world. True ambassadors must know their Sender and His Message. They must be prepared to communicate in relevant, personal ways to build bridges and make connections—between academic curricula and the gospel, between believers and nonbelievers, and between faith and everyday life. Being an NCS "Ambassador" means much more than identifying with the school's sports team mascot. Creating and training ambassadors for Christ is the heart of the school's mission, the basis of all areas of study, communication, and events.

### Academics

At NCS, teachers are committed to current best practices in

## At a Glance

Founded: **1952**

Grades: **PK3-12**

Student Diversity: **24%**

Student/Faculty Ratio: **9:1**

Faculty with Postgrad Degrees: **60%**

Highest Tuition: **\$17,056**

Annual Budget: **\$10M**

Endowment: **\$1M**

Total Debt: **\$1M**

Board of Trustees: **10**

Accreditations: **VAIS, CESA, Cognia**

teaching and learning—and using them to equip Ambassadors for Christ. Rigorous state and national standards are minimum guides for instruction. Teachers weave and connect God's redemptive story throughout the curriculum, encouraging students to see that their own stories—their unique gifts, talents, and challenges—fit into His greater narrative and play an important part in building His Kingdom.

On the Lower School Campuses, differentiation and integrated Deeper Learning practices are at the core of academic instruction. In recent years, The CAFE/Daily Five framework and Word Study, through the combined use of Word Journeys and Words Their Way, were implemented for Language Arts. In Math classes, teachers use The Daily Three math rotations and IXL Diagnostic software.

Middle School focuses on transitions. The sixth-grade faculty team meets yearly with the lower school's fifth-grade teachers and administration to support students' smooth next steps. Teacher-directed use of planners, binders, and



## The School (*continued*)

accordion folders help develop students' executive functioning skills, which are then reinforced during the advisory block at the end of each school day. Math skills are strengthened with such technological resources as IXL, Khan Academy, and math games in class. The language arts curriculum includes diagnostic tools. Eighth grade vocabulary study includes Latin-root curriculum to prepare students for high school English as well as world languages.

At the High School, rigorous college preparation is the priority. Students can take a full range of honors courses, as well as 13 Advanced Placement (AP) classes. Newer offerings include Environmental Science and Sports Medicine, with real-world applications that develop problem-solving skills. In Makerspace—combining elements science, technology, engineering, art, and mathematics—students are exposed to 3D-design software and advanced technology and learn about manufacturing and production as well as finance and entrepreneurship.

Each high school teacher strikes an essential balance between supporting students' efforts and demanding they take ownership of their learning. Teachers provide an effective framework: detailed lesson plans, clear objectives, shared agenda. Classroom technology, such as one-to-one Chromebooks, enhances collaboration. Diversified instruction appeals to visual, auditory, and kinesthetic learners—through cooperative learning, lectures, debates, and Socratic Seminars. Teachers are knowledgeable in their respective subject areas, and they hold high expectations of their students. They share excellent resources and a true passion to see students learn and grow.

### Arts and Athletics

The athletics program supports Norfolk Christian's mission well. Three-quarters of NCS Upper School students participate on at least one of 30 teams that compete in the TCIS Conference. The NCS coaching staff is one of the area's strongest. Coaches hold themselves to the highest standards as representatives of NCS and members of the body of Christ. NCS coaches accept the responsibility of leading student-athletes by a godly example and mentoring – spiritually as well as athletically. NCS trains all coaches in the Fellowship of Christian Athlete's 3-Dimensional Coaching curriculum, which goes beyond skill building to transforming student-athletes'

lives by capturing their hearts. As they train young men and women to excel at their sports, coaches nurture relationships among teammates and help them grow in their relationships with Christ. Recently, NCS added a state-of-the-art football/ soccer/lacrosse turf field that serves as the campus "front porch," welcoming guests throughout the community.

The arts can reflect God's aesthetic nature and move hearts to praise and worship Him. At NCS, a variety of visual, musical, and dramatic programs, both curricular and co-curricular, offer avenues for artistic exploration and expression. The Arts program is geared to all age groups and combines theory with practical application, culminating in performances open to the NCS family and the public.

### *Christian Deeper Learning*

In June 2016, eleven faculty members, representing both lower school campuses, attended a week-long **Deeper Learning Institute** in Andover, MA. Steven Levy, a CACE (Center for the Advancement of Christian Education) Senior Fellow Member and EL Education consultant, immersed teachers in the **Deeper Learning and Expeditionary Learning** practices, which are rooted in project-based learning and community outreach. Since then, teachers have begun developing expeditions at each grade level, with guidance from Steven and his team. They integrate multiple subjects and engage students in authentic learning, posing real problems for them to solve. Teachers document their expeditions in a consistent format that includes standard-aligned learning targets, biblical principles, field work, field experts, and final products.

**Christian Deeper Learning** helps children flourish with minds for wonder, wisdom, and work. They discover God's creation and respond with awe, worship, and stewardship, seeking to live wisely and with discernment as demonstrated through the counter-cultural life and teachings of Jesus Christ.

**Christian Deeper Learning** is more than personalized or differentiated instruction. It is not about the learner; it is about God on His throne. Deeper (or Deepest) Learning describes what Norfolk Christian desires for its students. Norfolk Christian seeks congruence between seeing Christ as the Tree of Life in whom all knowledge and wisdom comes together, and honoring students as His image-bearers. Traditional practices at Christian schools sometimes fail to engage and promote God-given joy in learning, to celebrate the connectedness in creation, to encourage meaningful service, or to help students discover their God-given gifts and callings. At NCS, **Deeper Learning** brings congruence between philosophy/theology and practice.



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### The School *(continued)*

#### Campuses

The campus for High School (grades 9-12) and Middle School (grades 6-8) is on the school's original location at 255 Thole Street in Norfolk. While they share a building, the Middle and High Schools have their own dedicated spaces. This state-of-the-art campus includes an indoor and outdoor athletic complex and most administrative offices.

Located at 7000 Granby Street, the Norfolk Lower School serves students in PK3 through 5th grade and is a short walk from the Upper School campus. NCS has a second lower school campus located in Virginia Beach. The Beach Campus is known for its warm, strong community and ease of access for Virginia Beach households. An available bus travels from this campus to the Upper School and back each day for families with students in multiple grades. No matter which campus, an NCS student will find challenging academics and caring teachers committed to nurturing their intellect and spirit.

### The Community

Nestled along the Chesapeake Bay, Norfolk, Virginia seamlessly integrates rich history with metropolitan flair. Historic sites like the USS Wisconsin and the Moses Myers House offer glimpses into the past, while the cobblestone streets of the Freemason District exude historic charm. Norfolk's maritime legacy, showcased by attractions such as the Hampton Roads Naval Museum, is complemented by the dynamic NEON District and the prestigious Chrysler Museum of Art. The bustling waterfront, with the lively Waterside District and the scenic Elizabeth River Trail, serves as a hub for outdoor and urban activities. Norfolk's diverse culinary scene enhances its metropolitan appeal, offering everything from fresh seafood to innovative cuisine. With renowned universities like Old Dominion University and Norfolk State University, along with family-friendly attractions and a significant military presence, Norfolk stands as a multifaceted metropolitan destination, blending charm, cultural richness, and dynamic urban energy.

### Application Process & Timeline

For consideration, candidates should submit applications to ST Search at [SouthernTeachers.com](http://SouthernTeachers.com), along with a current resume and a cover letter explaining their interest in and qualifications for this leadership position.

Questions may be directed to Mr. Mike Waylett at [Mike.Waylett@SouthernTeachers.com](mailto:Mike.Waylett@SouthernTeachers.com) or 434-295-9122.

**Please do not contact the school.**

Initial interviews with the consultant at ST Search will be ongoing.

**The official start date for the Director of Advancement is July 2024, but there is an opportunity for an earlier start date based on mutual agreement and availability.**

