

Brentwood Christian School
VIP Coordinator Job Description

Leadership Title: Development Advisory Board Members

Overall Job Description: Responsible for increasing community awareness of BCS, strengthening the school's financial support and addressing long-term needs.

Essential Duties and Responsibilities – In order to receive the full 20 credit hours, you must complete the following:

1. Provide advice and counsel to the school's board of directors.
2. Support the school in prayer.
3. Host and invite guests to the Annual Partnership Dinner and serve as a patron (\$1,500-\$3,000) or underwriter (\$5,000-\$7,000).
4. Attend two or more meetings a year to hear reports on the school's progress and plans and offer feedback and suggestions for the Partnership Dinner and the school's long-range development.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty or responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability recommended.

Talents/Skills/Experience:

- Enthusiasm and dedication to the mission of BCS.
- Supportive and positive mental attitude toward programs of BCS.
- Willingness to make annual financial contributions to the school.

Written By: Marquita Moss

Date: September 24, 2010