



Lynden Christian Schools

Direct Reporting

Board of Directors—Lynden Christian School Endowment Fund

Direct Reports

None

Position Description

The Director of the Lynden Christian School Endowment Fund (LCSEF) shall be hired by its board of directors to ensure that (1) the Endowment is properly governed according to its by-laws, and by the laws of the state and federal government; (2) that Endowment Fund is developed and grown through donations and estate gifts; (3) that monies donated to the Endowment Fund are invested and managed prudently according to the investment policy in the Endowment's by-laws; and (4) that investment returns from the Endowment are properly payed-out according to the disbursement policy established in the Endowment's by-laws.

Qualifications:

1. A faith in Jesus Christ as Lord and Savior of your life.
2. Active member of an evangelical Christian church.
3. Demonstrate excellent communication skills – both written and verbal.
4. Ability to communicate and interact collaboratively.
5. Excellent interpersonal relationship and leadership skills.
6. College diploma preferred.
7. Experience with financial development of non-profit foundations and endowments preferred.
8. Ability to schedule, coordinate and lead meetings.
9. Ability to make independent judgements with minimal supervision and maintain a high degree of confidentiality.
10. Proficiency in using Windows-based PCs and related software.
11. Personal and professional commitment to excellence.

Position Responsibilities:

Board Governance:

1. Recruit and orient members to the Board of Directors of the LCSEF.
2. Schedule and plan the Annual Meeting of the LCSEF Board of Directors.
3. Schedule and plan periodic meetings of the Planned Giving and Trust and Investment sub-committees of the LCSEF.
4. Assist the President of the LCSEF Board of Directors and the chairs of the sub-committees with preparation of meeting agendas and with compliance of the Endowment's by-laws.
5. Carry out actions and resolutions as directed by the LCSEF Board of Directors and its subcommittees.
6. Report to the Board each year on past year's accomplishments and goals and plans for the coming year.



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Endowment Fund Growth and Development:

1. Work with Planned Giving Sub-committee to promote and grow the Endowment Fund through donations and estate gifts.
2. Market and promote the Endowment to friends and Society members of Lynden Christian School.
3. Offer assistance to friends and Society members of Lynden Christian School in formulating estate and financial plans which include gifts and bequests to the Endowment.
4. Negotiate planned giving agreements with donors, trusts and estates who make gifts and bequests to the Endowment.
5. Manage trusts in which the Endowment has been named as the Trustee.

Management of Endowment Fund:

1. Work with Trust and Investment Sub-committee to select investment fund managers for the Endowment's assets.
2. Regularly communicate with fund managers to monitor and review the investment performance of the Endowment Fund, and to ensure that investments are being managed according to the investment policy set forth in the by-laws of the LCSEF.
3. Regularly communicate with the Trust and Investment Sub-committee about the investment performance of the Fund and of the investment managers.

Endowment Fund Disbursements and Other Duties:

1. Recommend to the Board of Directors the amount that is to be disbursed to Lynden Christian School each year based on the by-laws of the LCSEF and the disbursement policy established by the Board.
2. Perform other duties and assume such other responsibilities as assigned by the Board of Directors.