

Director of Development

Reports to: Head of School

Full-time | 12-month position

Position Summary

The Director of Development, in close partnership with the Head of School, Assistant Head of School and Board of Trustees, will lead and design programs of giving that attract the maximum support possible for St. George's Episcopal School. The Director is responsible for formulating and implementing strategic fundraising activities intended to garner support for the operational, capital and endowment needs of the school. The Director of Development is a part of the Advancement Team which works collaboratively to implement an integrated mission-based marketing, enrollment and development strategy that promotes St. George's values and strengthens constituent relationships. The Advancement team includes the Director of Development, Director of Communications, Development Assistant, Accolade Editor and the Admission Office. The Development Director oversees a Development Assistant.

Essential Duties and Responsibilities:

- Plan and manage a fundraising program to attract the maximum level of support for the school by coordinating all aspects of the annual fund solicitation, capital campaigns, corporate and foundation proposals, and special programs.
- Identify, cultivate and solicit major donors either directly or by facilitating relationships with the Head of School, trustees, and volunteers.
- Working with the Advancement team, cultivate a culture of giving and gratitude across all constituencies through best practice stewardship and communication.
- Enhance existing relationships while building new relationships, systems and programs that further tap into the generosity and resources of the community.
- Leverage research, local landscape knowledge and fundraising expertise to make strategic recommendations to build support for the school and garner fundraising support.
- Develop compelling fundraising proposals for a range of public and private funding opportunities.
- Coordinate with the Director of Communications to strengthen relationships with the school's alumni and further strengthen and develop alumni programming.
- Support Parents Group and parent volunteers to ensure fundraising campaigns and events are successful and achieve fundraising goals.
- Maintains a database of all St. George's constituents and analyze all contributions and giving trends for St. George's. Produces reports for Head of School, Board of Trustees and Development Committee as requested.
- Nurture and maintain a highly collaborative relationship with the Head of School, the Assistant Head of School, Board Chair, individual board members, the Development Committee, Parents Group, and Dad's Club. Ensure development activities are effectively communicated to all and provide support and advice for all their fundraising-related responsibilities.
- Perform other duties as assigned by the Head of School.

Qualifications and Requirements

- A bachelor's degree; master's degree preferred.
- Five to seven years of fundraising experience, preferably in an educational setting.
- Proficiency in Raiser's Edge (Blackbaud) or similar software.
- Proficiency in the use of the Microsoft Office Suite, Google Applications and Google Drive.
- Understanding of a broad spectrum of development activities such as major gifts, parent giving, annual fund, alumni relations and events.
- Proven success collaborating with board leadership and volunteers.
- Exceptional interpersonal skills and ability to work with all the school's constituents while maintaining strict confidentiality.
- Excellent verbal and written communication skills.
- A sense of integrity and ethics and ability carry out responsibilities in accordance with the school's policies and procedures.

Interested candidates should send a cover letter and resume to Dr. Emma Whitman, Assistant Head of School, at Emma@stgeorgesepiscopal.com and Wendy Granier, Director of Advancement, at Wendy@stgeorgesepiscopal.com.

St. George's is a preschool to eighth grade independent school serving 385 students and employing approximately 100 faculty and staff. St. George's Episcopal School is committed to equal employment opportunity without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, political affiliation, or any other characteristic protected under federal, state, or local discrimination laws.