

**Director of Development**

Reports to: Head of School

Full-time | 12-month position

*St. George's Episcopal School is a coeducational, independent school serving approximately 370 students from age one through eighth grade and employing approximately 100 faculty and staff. Here, each child grows academically, creatively, emotionally and spiritually while developing a sense of self-worth and moral responsibility. This is a family-like atmosphere of care and concern with a highly trained and dedicated faculty. Educational excellence at St. George's begins with the simple premise that each child is unique—that is, each child's strengths are worth cultivating and celebrating, and each child's challenges are worth identifying and embracing, for only then will grit and perseverance accompany growth and development. This is why our graduates develop into lifelong learners and consequently find acceptance and success in the finest high schools in New Orleans. This is also why our parents, grandparents, alumni, friends and students have an enduring love for the school.*

**Position Summary**

The Director of Development, in close partnership with the 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 is also responsible for the development and implementation of an integrated mission-based marketing and enrollment strategy to promote St. George's values and strengthen constituent relationships. The Director works collaboratively and intensively with a team that includes the Director of Communications, Director of Admission, Head of School and designated Board members, while also supervising the Advancement Assistant and *Accolade* Editor.

**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 for St. George's solicitation, capital campaigns, corporate and foundation proposals and special programs. This includes meeting and exceeding benchmarks for annual fundraising goals.
- Identify, cultivate and solicit major donors either directly or by facilitating relationships with the Head of School, trustees and volunteers.
- Promote 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.
- Nurture and maintain a highly collaborative and positive relationship with the Head of School, Board Chair, individual Board members and the Development Committee.
- Cultivate and nurture a positive, thriving Parents Group, supporting the President of the Parents Group and all parent volunteers in their responsibilities, particularly fundraising.

- Oversee and ensure the maintenance of a database of all St. George's constituents, and analyze all contributions and giving trends for St. George's.
- Work with the Director of Admission and Director of Communications to create a marketing plan to raise the profile of the school, and collaborate to develop the internal and external messaging necessary to assist with re-enrollment and enrollment.
- Coordinate with the Director of Communications to strengthen relationships with the school's alumni and alumni parents to further develop alumni programming.
- Coordinate and support an active Development Committee as well as Marketing Committee.
- Coordinate and support an active Committee on Trustees, and work to identify candidates for membership on the Board of Directors and its committees.
- Work with the Parents Group executive board to coordinate parent volunteers and ensure the success of school events, including fundraising events.
- Perform other duties as assigned by the Head of School.
- Carefully plan and manage Advancement budget with Director of Communications and Director of Admission.

### **Qualification Requirements**

- A bachelor's degree; master's degree preferred
- Five 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 engagement activities such as major gifts, parent giving, annual fund, alumni relations and event planning
- 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, ethics and ability to carry out responsibilities in accordance with the school's policies and procedures

### **St. George's Episcopal School as an Equal Opportunity Employer**

St. George's aims to employ a collaborative, creative, joyful and diverse faculty and staff. We hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability or any other category protected by applicable law. We are committed to an inclusive school culture and to recruiting and hiring faculty of diverse backgrounds and experience.

**Please send a resume and cover letter to St. George's Head of School, Dr. Joseph Kreutziger,  
at [Dr.K@stgnola.org](mailto:Dr.K@stgnola.org)**