

## **St. James' Episcopal School**

The mission of St. James' Episcopal School is to encourage the development of the whole child in a caring community for children from diverse ethnic, economic, and religious backgrounds. Founded in 1996, St. James' is located in East Austin and provides a vibrant preschool and kindergarten Montessori-based program for children 2½ through 5 years old.

**JOB TITLE:**           **Director of Development**

**REPORTS TO:**       **Head of School**

As a member of the administrative team, The Director of Development reports to the Head of School and will work closely with the Board of Trustees' Development Committee Chairperson.

**SUPERVISES:**       **Development Associate**

### **JOB DESCRIPTION:**

St. James' Episcopal School is seeking a seasoned Director of Development who can develop and implement innovative resource development strategies. The Director of Development will expand the school's fundraising capacity and play a critical role in raising its visibility throughout the Austin community.

### **QUALIFICATIONS:**

Bachelor degree from an accredited four-year university.

Significant professional experience in the field of fund development that supports the institutional goals of the organization.

Experience managing a dynamic online presence.

Excellent oral and written communication skills.

Highly organized with strong interpersonal skills.

Experience in preparing, interpreting and reporting on department budgets and performance.

Proficiency in the use of the computer, with expertise in MS Word, PowerPoint, Excel and experience with eTapestry fundraising database preferred.

### **DUTIES AND RESPONSIBILITIES:**

#### **Fundraising:**

Develop and implement a comprehensive fund development plan that supports the funding priorities of the school including but not limited to:

- Prepare and execute annual development plan that includes but not limited to an annual campaign, major gifts and multi-year donor group, donor cultivation and stewardship activities, prospect identification, corporation and foundation solicitation, fundraising events, grants management and future endowment and capital campaigns.
- Review the plan annually to assess outcomes and assist in developing annual goals for the organization as a whole.
- Manage and oversee the donor relations/fundraising data system that ensures appropriate and timely coding and acknowledgement of donors.
- Coordinate training for Board and volunteers in cultivation and solicitation techniques.
- Coordinate all special events.

**Communications:**

Develop and manage a comprehensive communication plan that raises the school's visibility throughout the community and strengthens its relationship with key stakeholders.

- Coordinate and oversee the design, production and delivery of communication projects and materials with emphasis on website presence.
- Develop and implement a strategic Social Media presence.
- Represent St. James' Episcopal School at public and private events and meetings that raise the visibility and regard of the school.

**Other:**

- Supervise development personnel and consultants.
- Prepare, manage, and report on the Development budget.
- Prepare or review all fund development documents for St. James' Episcopal School Board of Trustee meetings and Development Committee meetings.
- Attend all Development Committee meetings and other meetings as requested by Head of School.
- Assist the Head of School with other duties as assigned.

**TO APPLY:**

Please submit resume, a cover letter describing your interest and qualifications for the position, and a list of three references via e-mail to: Glennie Burgess, [gburgess23@aol.com](mailto:gburgess23@aol.com).

**SALARY:**

Competitive salary and benefits commensurate with qualifications and experience.

Position description is for informational purposes and is not an exhaustive list of all responsibilities. Additional duties that are consistent with the responsibility level of this position may be at the discretion of the Head of School.

*St. James' Episcopal School is committed to a policy of equal treatment for all individuals applying to the school. St. James' Episcopal School does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.*