

# **St. John's Episcopal School**

**Dallas, TX**

## **Advancement Director**

### **The School**

The oldest Episcopal school in Dallas, St. John's Episcopal School is an independent, co-educational, PK-8<sup>th</sup> grade day school with an outstanding reputation for providing an excellent academic and personal foundation for its 495 students. It does so as an intellectually challenging yet nurturing school supported by a Christian community. St. John's strives to foster an appreciation of learning as a lifelong commitment; provides opportunities for developing leadership and responsibility; and encourages students to develop creativity, work cooperatively, and think independently. St. John's alumni thrive in leading secondary schools across the Dallas metroplex.

St. John's also has a well-engrained culture of giving. Families are dedicated to and heavily invested in the life of the school, and they support the school admirably. The annual fund has achieved 100% participation from families, faculty and staff, trustees, and vestry each of the last four years. In June 2008 St. John's completed a capital campaign to build a new lower school, and currently is near completion of a \$1 million dollar major-giving effort to renovate the middle school science area.

### **Position Overview**

The next Advancement Director will enjoy the opportunity to elevate the office as St. John's is poised to take the next exciting steps in its institutional evolution. This person will assess, evaluate and implement a plan for needs of the office. The Advancement Director is responsible for overseeing and executing all the School's development activities. The program includes annual giving, capital giving (endowment and special projects), planned giving, foundation relations, alumni and grandparent relations, donor stewardship and communications. Reporting to the Head of School, the Advancement Director supervises a current team of four: Director of Annual Giving, Database Manager, Director of Special Events and Parent Relations, and Director of Communications.

### **Key Responsibilities**

- Serve as member of top administrative team
- Manage Advancement Office staff and budget
- Work with Board of Trustees, Advancement Committee, and other fundraising groups on annual and restricted fundraising events, along with major campaigns for endowment and capital
- Gather, coordinate, and use up-to date information about alumni to foster stronger, longer-lasting ties and to assist in growing alumni participation in annual and major gift fundraising initiatives
- Identify, cultivate, solicit and provide stewardship for potential and current donors
- Research, create, and draft corporate and foundation proposals
- Manage and advise prospects on planned giving aspects of charitable giving to include bequests, pooled income funds and charitable trusts
- Manage major gift prospects (both annual and capital) for Head of School
- Monitor all advancement communications and marketing activities, including print publications such as annual reports, newsletters, printed appeals, campaign brochures, invitations and programs for events, press releases, and advertisements, as well as electronic and video publications
- Attend meetings of the Board of Trustees and other Board Committees as requested

## **Qualifications**

Candidates need to have substantial experience and success in fundraising. An undergraduate degree is required. An appreciation of independent school culture as well as the mission and values of St. John's Episcopal School is very important. The ideal candidate will possess the following qualities:

- Experience with successful annual and major gift solicitation
- Ability to think systematically and to implement short- and long-term strategies
- Articulate, inspiring, and reassuring
- Innovative, creative, and compelling written and oral communicator
- Well organized and attentive to detail
- Team oriented, collegial, and able to delegate
- Diplomatic when necessary, and candid when appropriate
- Savvy regarding marketing strategies
- Eager to engage with all constituencies of the community

## **Salary and Benefits**

St. John's Episcopal School is committed to attracting and retaining the highest quality faculty and staff through a compensation plan which includes competitive salary, retirement benefits, and medical coverage. Individual salary will be negotiated depending on years of experience and qualifications. St. John's Episcopal School does not discriminate on the basis of race, color, and national or ethnic origin in our employment policies.

Those interested in becoming candidates for this leadership opportunity as Advancement Director at St. John's Episcopal School should submit, electronically, a cover letter detailing reasons for applying and a current resume. Please forward this information to:

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