



ST. ANDREW'S

EPISCOPAL SCHOOL K-12

CAPITAL CAMPAIGN LEADERSHIP GIFT OFFICER

OVERVIEW OF POSITION

St. Andrew's Episcopal School seeks a dynamic and results-driven Capital Campaign Gift Officer to support the fundraising efforts for the new Middle School and STEM Center, St. Andrew's Endowment Fund, and additional building projects. This individual will play a vital role in securing leadership gifts, cultivating meaningful relationships with key constituents, and advancing the mission of St. Andrew's by helping to bring this transformative project to life. Reporting to the Director of Advancement, the Capital Campaign Gift Officer will work collaboratively with school leadership, volunteers, and the broader Advancement team to identify, engage, solicit, and steward donors in support of this ambitious campaign.

This is an in-person, critical role in a fast-paced Advancement Office with a family-first mentality and a collegial team environment. Remote work is permitted in June and July.

Duties & Responsibilities:

- Manage a portfolio of approximately 100+ prospective donors, with a focus on securing campaign and endowment gifts between \$100,000 and \$1,000,000.
- Proactively identify, qualify, cultivate, solicit, and steward donors, including current families, alumni, grandparents, and friends of the school.
- Develop tailored engagement and solicitation strategies to advance donor relationships and increase philanthropic support.
- Collaborate with volunteers, faculty, and administrators to maximize donor engagement and support for campaign priorities.
- Ensure thoughtful and strategic coordination of donor outreach and communications in partnership with the Advancement team.
- Maintain accurate and up-to-date records of donor interactions, progress, and stewardship activities in the school's donor database.
- Support campaign-related events, recognition opportunities, and outreach efforts designed to engage and inspire donors.
- Partner with the Director of Advancement, Director of Principal Gifts, Associate Director of Capital Campaigns & Philanthropy, Head of School, Trustees, and campaign volunteers to develop and execute donor strategies at all stages of the gift cycle.

Qualifications:

- Bachelor's degree required
- 7-10 years of demonstrated experience in major gift fundraising, with a track record of securing six-figure gifts, preferably in an educational or nonprofit setting.
- Passion for independent school education and an understanding of the impact of philanthropy on academic excellence and innovation.
- Strong ability to develop and sustain meaningful relationships with donors, volunteers, and school leadership.
- Exceptional interpersonal and communication skills, with a talent for storytelling and making compelling cases for support.
- Self-motivated, results-oriented professional who thrives in a collaborative environment and is committed to the highest ethical standards in fundraising.
- Experience managing a donor pipeline and utilizing fundraising software and donor databases.
- Ability to travel as needed and work occasional evenings and weekends for donor meetings and events.

This is an exciting opportunity to play a key role in shaping the future of St. Andrew's Episcopal School by securing the resources necessary to create an exceptional Middle School and STEM Center and to grow St. Andrew's Endowment Fund. If you are a motivated fundraising professional with a passion for education and relationship-building, we encourage you to apply.

OUR SCHOOL

St. Andrew's is a co-educational Episcopal K-12 day school, enrolling approximately 990 students on two campuses in Austin, Texas. The school strives to help young people from diverse racial, religious, ethnic, and socioeconomic backgrounds to achieve their potential not only in intellectual understanding but also in aesthetic sensitivity, physical well-being, and moral decisiveness so that they may lead productive, responsible lives, not only for themselves but also for their community. For more information about St. Andrew's School in Austin, please access our website: www.sasaustin.org.

OUR MISSION

St. Andrew's develops exemplary scholars, artists, athletes and servants in a loving Episcopal community who are curious, courageous and compassionate global citizens

TO APPLY

Please submit your resume and letter of interest to Michelle Roe, Director of Finance and Human Resources, at hr@sasaustin.org. Candidates who contribute to the cultural and ethnic diversity of the community are encouraged to apply.

St. Andrew's is committed to providing equal opportunity in all personnel actions and in the administration of all policies and programs.

St. Andrew's employs individuals without regard to race, color, nationality, ethnicity, religion, disability, sex, gender identity or sexual orientation as protected by federal, state, or local law.