

St. Mark's Episcopal School is looking for an Advancement Manager



ST. MARK'S
EPISCOPAL SCHOOL
A Community Engaged

Our Mission

The community of St. Mark's Episcopal School celebrates the uniqueness of each child. We are stewards of our students' intellectual curiosity, faith, and passion for discovery. We cultivate joy, playfulness, and growth in a child-centered environment.

A bit about us...

St. Mark's is a co-ed Episcopal School serving students from Preschool 2s through 8th grade. We are located in the heart of Houston's loop and we border West University, Bellaire and Braes Heights. We currently have 450 students and employ about 85 professionals.

What you'll be doing...

As a part of a collaborative team, the Advancement Manager will be responsible for managing Parent Guild activities, engaging our Alumni base and assisting in all Advancement events.

A day in your life might include...

- Designing and implementing an alumni program.
- Managing alumni events, recruitment, communication, and support of our Annual Fund.
- Planning and coordinating events in mutual support of Communication, Development, and Admission colleagues.
- Serving as the Parent Guild liaison for all meetings, on-site activities, and events.

What we'll need from you is...

- A highly collaborative and supportive work ethic.
- Creativity to develop new initiatives to engage alumni and Advancement support.
- Communication skills to assist in telling the story of St. Mark's.
- Attention to detail to evaluate results, refine plans, input and analyze data, and write reports.
- An engaging personality with a desire and willingness to attend school events and deepen relationships with prospective families, donors, and alumni.
- A graceful approach to stressful situations.

And you'll need to know...

- Some evening and weekend work is required.
- Composure and grace are needed at all times.
- The ability to sit and stand for extended periods of time and physical agility to lift up to 25 pounds; to bend, stoop, and reach overhead is necessary.
- Flexibility is key!

Sound exciting? Get in touch today by applying at stmes.org