St. Paul’s Episcopal School, 6249 Canal Blvd., New Orleans, LA, a co-educational school serving students 6 weeks – through 8th grade, seeks a Director of Development.  St. Paul’s, a member of the Independent Schools Association of the Southwest, educates children in an atmosphere that is close-knit and nurturing, with a curriculum that gives our students the knowledge and skills to perform at a high academic level and to thrive in a technological and rapidly changing world with equal importance to the development of moral character.

The development director is a member of the school’s administrative team and works collaboratively with the Business and Admissions office for the school.  The director works closely with the Head of School and the Institutional Advancement Committee (IAC) of the Board of Trustees to set and reach fundraising and institutional goals.

The overarching goal of the development office is to increase awareness and support of St. Paul’s and its mission. This is reached internally with faculty, staff, and parents as well as throughout all community constituents. It is important while building and maintaining relationships to also build a culture of philanthropy within the community.

Please submit a cover letter, resume, and professional references to dchildress@stpauls-lakeview.org.

Some of the specific areas of responsibility include but are not limited to:

**DIRECTOR OF DEVELOPMENT**

The Director of Development is a member of the school’s administrative team reporting to the Head of School. The Director of Development is responsible for leading the School’s advancement program as adopted by the Board of Trustees. The Director of Development works closely with parent organizations, the Board of Trustees, faculty, and staff in building relationships and strategies to meet fundraising goals.

Specific areas of responsibility include:

Fundraising

* Designs, implements, and manages all fundraising activities including the Annual Fund, Men’s Club Golf Tournament, Gala, Pumpkin Patch, Fall Fest, and special events.
* Manages all strategies and activities for donor cultivation, solicitation, and relations.
* Maintains contact with and develops grant proposals for foundations and corporations.
* Responsible for all donor acknowledgements and gift record-keeping.
* Maintains donor CRM platform.

Public Relations, Marketing, Communications, and Advertising

* Works closely with the Director of Admissions and the Head of School to develop an advertising plan.
* Designs and oversees production of major publications, including the Panther Picayune enewsletter, the Annual Report, the School’s website, and social media and open tour ads.
* Develops and implements strategies to promote St. Paul’s Episcopal School’s mission to both the internal constituencies of the School and the community at large.
* Writes, reviews, and edits school communications.

Alumni Relations

* Organizes alumni events such as the Alumni Holiday Chapel, communication, and fundraising efforts.

Core competencies: Proficient in Microsoft Suite, excellent oral and written communication, ability to interact with constituents and high dollar donors, knowledge of digital advertising and analytics, ability to understand and maintain budgets.

Bachelor’s degree in marketing, communications, or business preferred with a record of effective campaigns.

The successful candidate will also demonstrate the ability to lead and collaborate with a diverse faculty and staff.

Please visit [www.stpauls-lakeview.org](http://www.stpauls-lakeview.org) for further school information.

St. Paul's does not discriminate on the basis of race, religion, national or ethnic origin, sex, sexual orientation, gender identity, or disability in violation of state or federal law or regulations in administration of its hiring, educational, or admission policies.