



Director of Development

Starting Date June 2022

Job Summary

St. Luke's Episcopal School seeks a Development Director to lead the school's development and marketing efforts, including annual giving, fundraising events, and capital campaigns as well as overseeing alumni, grandparent, and external relation programs. The Development Director reports directly to the Head of School, is a member of St. Luke's senior leadership team, and works with the board of trustee's development committee.

Essential Duties and Responsibilities

The director of development will:

Establish and execute forward-thinking development/ advancement and strategic programs that optimally grow the annual, major, and capital campaigns; legacy gifts; and planned giving.

Oversee all aspects of the development program, including fundraising, leading the annual giving program, guiding the capital campaign, soliciting corporate and foundation proposals; creating a strong alumni association, and special development events.

Identify, research, and spearhead the implementation of a diverse and multifaceted fundraising program to support the school's strategic vision, cultivating a culture of giving and gratitude across all constituencies and socio-economic strata.

Collaborate with the admissions office on PR initiatives and the marketing and communications office to create/produce fund raising-related communication materials to expand and enhance the school's visibility and reputation.

Identify corporate and foundation funding opportunities and help draft grant applications.

Strengthen relationships with the school's alumni and further develop alumni programming.

Identify, cultivate, and assist in soliciting major donors.

Enhance existing relationships while building new relationships, systems, and programs that further tap into the generosity and resources of the community.

Maintain a database of all contributors and provide development reports as required.

Manage the development budget.

Supervise and nurture the development office staff.

Coordinate the school's volunteerism efforts.

Nurture and maintain a highly collaborative relationship with the head of school, the board chair, and individual board members, supporting them in all their fundraising responsibilities, and accompanying them on donor visits when appropriate.

Other Duties:

The director of development will actively participate in relevant school activities and events to promote the mission of the school as directed by the head of school.

Common Qualification Requirements:

Bachelor's degree, Master's degree preferred

5+ years of experience in the nonprofit sector and in fundraising

Independent school experience preferred

Proven success in directly soliciting and closing charitable gifts

Strong interpersonal skills and ability to work with all the school's constituents while maintaining strict confidentiality

Excellent verbal and written communication skills

Strategic thinker with a "can-do" style

Passionate about working with a wide range of individuals from diverse backgrounds

Outstanding knowledge of fundraising data software and database management software

Experience working with and motivating volunteers and staff members

Familiarity with the local community

Interested candidates should email their cover letter and resume to disabelle@sles-sa.org.