



ST. MARK'S
EPISCOPAL SCHOOL
A Community Engaged

Position: Development Manager
Type: Exempt, Full-time 12 Month position
7:30 AM to 4:30 PM with evening and weekend work
Reports to: Director of Advancement

St. Mark's Development Manager is a key member of the School's Advancement Team. The Development Manager is the primary fundraiser for the school and provides leadership, planning, communication, and implementation to serve this goal. He/she oversees and executes all the school's fundraising efforts in conjunction with others in the Advancement and Business Offices.

Duties:

- Plan and execute all facets of the school's annual giving campaign, the St. Mark's Annual Fund. This includes mailings, design, writing, responses, tracking, reporting, and facilitating Chairperson and Grade Level Representative relationships.
- Plan and execute all facets of Capital Campaigns, including managing a consultant, engaging donors in major gift solicitation, and facilitating Campaign Ambassadors.
- Plan and execute all facets of the annual Gala and auction, including underwriting solicitations, graphics, printed materials, event logistics, auction, mobile bidding, and facilitating Event Chairperson and Gala Committee.
- Ensure proper accountability and follow-up communications for all contributions and acknowledgments of gifts and pledges.
- Identify and cultivate other sources of funding, including corporations, foundations, and individuals.
- Research, observe, and present opportunities for additional fundraising events on an ongoing basis.
- Manage all aspects of grant requests and reporting deadlines.
- Manage all aspects of donor cultivation, solicitation, prospect research, and stewardship including proper and timely acknowledgment of gifts.
- Serve as the primary contact for all fundraising policy and questions, including any conflicts of interest that derive from service projects by and with students.
- Responsible for database management including data entry and maintaining database accuracy.
- Provide fundraising details for the Annual Report including information about the institution as a whole, including donor listings and project highlights.
- Remain up-to-date with Development software and technology.
- Commit to professional development and networking Development organizations.
- Other duties as assigned.

Alumni and Volunteer Relations

- Support the Community Engagement Manager in engaging the School's alumni and planning alumni events to ensure a long-term relationship and potential for giving.
- Work directly with the Community Engagement Manager to assist with Parent Guild projects, including but not limited to Scarborough Fair, Breakfast with Santa, Parent Events, Teacher Appreciation, Spiritwear, Field Day, Parent Education, Used Uniform Sales and others.
- Support Community Engagement Manager in the planning and executing for Grandparents and Friends Day to increase involvement and ensure success in fundraising with this audience.
- Support all Advancement team members in their work including admissions, marketing and communications.
- Actively participate in the school's duty schedule and support teaching and learning when needed.
- Attend team meetings as requested.

Requirements:

- At least three years of fundraising experience demonstrating an increase in responsibility and results.
- Experience and working knowledge of Raiser's Edge is a strong asset.
- Experience with Blackbaud products and Bidpal is preferred.
- Ability to function on a team of professionals with independence and limited support.
- Receive guests and visitors as well as faculty, staff, and administration in a friendly, courteous manner, and be sensitive to how her/his demeanor is reflective of the School.
- Demonstrate excellence in organizational, managerial, and communication skills.
- Ability to manage multiple details, priorities and deadlines occurring simultaneously.

Physical Requirements and Work Environment:

- Works in a sometimes highly stressful environment dealing with a wide variety of challenges.
- Ability to sit and stand for extended periods of time.
- Physical agility to lift up to 25 pounds; to bend, stoop, and reach overhead.
- Work primarily in a traditional climate controlled classroom environment.
- Evening and weekend work is required to support events and meet deadlines.

About St. Mark's Episcopal School

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. Located in the West University Place neighborhood of Houston, St. Mark's serves 460 students from 18 months olds through 8th grade. St. Mark's is an engaging community of learners where the school partners with its families in preparing each student for the path that lies ahead through a stimulating, whole-child school experience. Through offerings in athletics, performing and visual arts, technology, Spanish and a robust curriculum, St. Mark's prepares its graduates for the many high school options Houston offers, and successfully places its students in high schools which best fit each.

St. Mark's is an Episcopal school, and as part of the St. Mark's Episcopal Church parish, is known as a community environment and second home to over 320 families. The school is committed to its positive relationship with families, believing strongly in the power of a fully engaged dynamic between school and home. As a place where children are known, teachers understand what it means to meet children where they are, which plays a crucial role in fostering each child's spirit.

Interested candidates should complete our [online staff application](http://www.stmes.org/careers) at www.stmes.org/careers.