

# Trinity Episcopal School: Director of Development Galveston, TX

## Job Summary

The Development Director works closely with the Head of School and the Board of Trustees to provide leadership for the development program as it builds a strong culture of philanthropy throughout the school and global community.

## 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, leading volunteers and special development events such as the auction.
- 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 to create/produce fund raising-related 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.
- Personally solicit 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.
- Coordinate the school's volunteerism efforts with the Parent-Teacher Organization.
- 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.

## Qualification Requirements

- Bachelor's degree
- 5+ years of experience in the nonprofit sector and in fundraising
- Independent school experience preferred
- Proven success in directly soliciting and closing charitable gifts, especially in a capital campaign
- 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
- Knowledge of fundraising data software and database management software
- Experience working with and motivating volunteers and staff members
- Familiarity with the local community

Please send a cover letter and resume to Mark Fallo at [mfallo@tesgalv.org](mailto:mfallo@tesgalv.org)