



## **Position Announcement for Director of Development (Full-time, Benefits Eligible)**

### **Position Description**

Working closely with the Head of school and the Board Development Committee, the Director of Development is responsible for successfully executing the School's annual and long-term fundraising goals, with a priority placed on meeting or exceeding fiscal-year goals for the annual fund, individual- and corporate-tax giving, and special events. The Director of Development is also responsible in part for major gifts, planned giving, and capital campaigns (during formal campaign cycles). The Director works with the HoS to coordinate the work of both parent organization(s) on campus. With the oversight of and participation from the Head of School, the Director of Development also guides stewardship with current and prospective donors. The Director of Development reports to and is evaluated annually by the Head of School.

### **Duties and Responsibilities**

- Direct all phases and aspects of the annual-fund program, including mailings and annual fundraising drives, to meet or exceed the FY 2020 goal of \$120,000
- Direct all phases and aspects of the individual (undesignated) tax-credit (ITC) giving program, including mailings and annual drives, to meet or exceed the FY 2020 goal of \$150,000
- Direct all phases and aspects of the corporate (designated) tax-credit (CTC) giving program, including mailings and annual drives, to meet or exceed the FY 2020 goal of \$300,000
- Collaborate with respective colleagues and/or constituent groups to successfully lead or support five (5) annual special events: New Parent Orientation, Welcome Back Fall Festival, Grandparents' Day, Annual Golf Tournament, and Annual Field Day
- Develop a robust grant program to support annual fundraising income needs
- With the input of colleagues and Head of School, design and coordinate printing and mailing for Annual Report and Newsletter; design and manage production for printed collateral marketing material; and design and coordinate mailing for School Thanksgiving and Christmas cards
- Develop language for website, and elsewhere, for major gift and planned-giving opportunities at SMS
- Other: create and implement comprehensive annual development plan; oversee fundraising database and tracking systems; ensure timely and accurately reported receipts for donors; process all donation credit-card transactions; coordinate Foundation Courtyard Brick Program; perform other related duties as requested.

## **Requirements**

- Bachelor's degree from an accredited U.S. college or university
- Substantive experience in development or fundraising-related positions
- Creativity and innovation in new development initiatives
- Detail and deadline oriented
- Excellent relationship-building and stewardship experience
- Excellent knowledge and application of database management and application of Excel and Word clerical skills, including, but not limited to typing, filing, and mailing
- Available to work some special events on weekends and evenings
- Ability to supervise volunteers for development-related events
- Excellent reading, writing, and editing skills in standard English
- Strong communication skills with a diverse group of people

## **About St. Michael's School**

St. Michael's School is an independent school in the Episcopal tradition, serving 300 students from diverse faiths and backgrounds, in kindergarten through eighth grade, on a beautiful three-acre campus in central Tucson inspired by the visionary architect Josias Joesler. Since our founding in 1958, balance has been at the center of a St. Michael's education. Sixty years hence, we are committed to that same balance: building our students' capacity for success in high school, college, and beyond through a comprehensive, demanding curriculum ('core' academics, performing and visual arts, foreign and classical languages, and athletics) while developing their foundations in faith and service, integrity and leadership, and health and well-being.

## **How to Apply**

The position is full-time, Monday through Friday, 8:00-5:00 pm, benefits eligible. Each applicant should provide a letter summarizing his or her interests and qualifications, a copy of an updated resume, and the names and contact information of three professional references. Successful applicants will be asked to provide college transcripts, if applicable, and will undergo a criminal background check. **Review of applications will begin July 22, 2019, and continue until the position is filled.**

Please email applications to Brendan Sullivan, Head of School, at [bsullivan@stmichael.net](mailto:bsullivan@stmichael.net), with "Director of Development" in the subject line; or send a hard copy to the following address: St. Michael's School, 602 N. Wilmot, Tucson, AZ, 85711, ATTN: Director of Development.

*Saint Michael's School is an equal opportunity employer. It does not discriminate on the basis of race, color, religion, national and ethnic origin, sex (including pregnancy), sexual orientation or identity, age, disability, genetic information, veteran's status, or any other basis protected by applicable federal, state, or local law.*