



JOB DESCRIPTION

POSITION TITLE: Director of Institutional Advancement

St. John's Episcopal Parish Day School, an outstanding independent co-educational day school in the heart of Tampa, provides value-driven education for over 500 students in pre-kindergarten through eighth grade.

St. John's Core Values and Episcopal identity focus on inclusivity, support, respect, and the shared values reflected in the School's mission statement. A feeling of positive energy, inclusiveness, optimism, respect and kindness permeates our campuses. Our graduates are sought by and thrive in Tampa's premier public and private schools, and they are prepared for lives of learning and service.

St. John's seeks an energetic and dynamic individual with demonstrated professional excellence to join our outstanding team as **Director of Institutional Advancement**. This is a full-time, benefits-eligible position with an immediate start date.

POSITION DESCRIPTION:

The Director of Institutional Advancement reports to the Head of School and collaborates with the entire leadership team including the, Chief Financial Officer, Director of Admissions, Director of Marketing and Communications and the Division Heads. The Director of Institutional Advancement is responsible for all aspects of fundraising including the Eagles Fund, Major Gifts, Special Events, Grants, Capital Campaign and Communication. This job is accomplished through the individual's own direct efforts as well as managing others and effectively leveraging the skills and volunteer contributions of St. John's parents and alumni, board members, faculty and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and oversees fundraising strategies, fundraising plans and donor relationships, including donor recognition and stewardship.
- Work in partnership with the Head of School to manage their prospect portfolio.
- Manage a small team of development staff to plan and execute an effective, comprehensive fundraising program aligned with the School's strategic goals
- 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.
- Develop and implement a planned giving program.
- Evaluates current fundraising strategies and methods and recommends changes as appropriate.
- Prepare detailed reports on fundraising performance for the Head of School and the Board of Trustees.

- Provide financial oversight for the department, including budgeting, planning and expense tracking.
- Presents to the Board of Trustees and Head of School an annual development plan for achieving specific goals.
- Oversees the Capital Campaign, Eagles Fund, Special Events, Major Donor Program and Grants to meet or exceed annual development plan income goals.
- Develops and maintains relationships with major donors, foundations, alumni and corporate funders.
- Prepares solicitation materials, including mail appeals, and newsletters.
- Oversees database management system according to all IRS specifications, and School policies and procedures.
- Acknowledging gifts on behalf of the School.
- Oversees donor recognition and stewardship programs.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Bachelor's degree, Master's degree preferred
- 3+ years of Development experience with an emphasis on individual giving.
- 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
- Demonstrated senior leadership with strategic, policy, and budget planning experience.
- Excellent understanding of principles and techniques of Development activities, including annual giving, major giving, planned giving, event planning, capital campaigns, marketing and communications, and grant procurement
- Experience in the design and implementation of cultivation, solicitation and stewardship strategies for prospects
- Excellent planning skill - organized, communicates, follows through, evaluates

The Director of Institutional Advancement will often be in the proximity of children therefore, final candidates for the position will be extensively background checked and fingerprinted.

Qualified candidates are invited to submit a current resume, cover letter and list of not fewer than three references to: Diane Scott, Executive Assistant to the Head of School, at dscott@stjohnseagles.org. The position will remain open until filled. St. John's Episcopal Parish Day School is an equal opportunity employer.