

## Director of Development

Saint Thomas' Episcopal School (STE) is seeking a Director of Development to support and be responsible for all aspects of fundraising including the annual fund, gala, major gifts, special events, grants, and volunteers. The Director of Development plans and executes the vision and strategy related to alumni engagement to enhance loyalty, dedication, and support for the school. In addition, this position is responsible for fundraising, event, and volunteer efforts for the church and preschool.

### ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Collaboratively designs, implements, and oversees a comprehensive fundraising program designed to secure significant financial resources for the church and school's mission and strategic priorities.
- Oversees all fundraising efforts and programs, including annual fund, church stewardship, special fundraising events, major donor programs, grants, capital campaigns, planned giving, donor prospecting and research, and office administration to meet or exceed annual development plan income goals.
- Responsible for community relations events and activities.
- Leads and coordinates the efforts in the identification, cultivation, solicitation, and stewardship of donors.
- Guides and supports the Headmaster, Rector, and Head of Preschool in fundraising activities.
- Presents to the Headmaster and Advancement Committee with an annual development plan for achieving specific goals.
- Oversees all aspects of grant-writing.
- Attends and participates in a variety of fundraising, stewardship, community-building, and other campus events throughout the year to stay informed and updated on church and school activities.

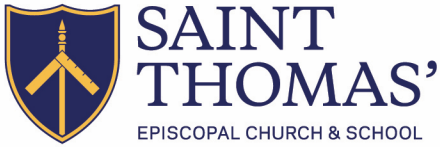
**Education / Certification:** Bachelor's degree required (CFRE preferred)

**Experience Required:** Minimum of 7 years related work experience, preferable in parochial school and church environment

**Required Knowledge:** Proficiency in MS Office, Google Docs, InDesign and Veracross or similar donor or school database system

### Skills / Abilities:

- Proven track record of raising funds from individuals and foundations, with impressive results.



- Prior experience with major gifts as well as foundation and corporate grant writing is preferred.
- Highly organized, detail-oriented, and able to manage multiple projects simultaneously.
- A self-starter with the ability to work productively to meet benchmarks and goals.
- Excellent understanding of principles and techniques of Development activities, including annual giving, major giving, planned giving, event planning, capital campaigns, grant procurement, and alumni relations.
- Excellent planning skills - organized, communicates, follows through, and evaluates
- Frequent work in evenings and weekends.
- Absolute confidentiality and professionalism in appearance, attitude, and presentation.

Qualified applicants may submit a resume and completed application (available at [stes.org](https://www.stes.org)) to Jeri Wisdom, Human Resources Generalist at [wisdom.jeri@stes.org](mailto:wisdom.jeri@stes.org).