



**POSITION TITLE: Director of Institutional Advancement**

**START DATE: July 1, 2023 or earlier**

St. John's Episcopal Parish Day School is distinguished by 70 years of demonstrated success in preparing children for lives of learning and service in our ever-changing society. Renowned for its Episcopal identity, a core belief in the potential of our children and the sanctity of childhood, the school delivers an unparalleled, values-driven preparatory education. Hard work, faith, honesty, and a commitment to excellence allow our graduates to thrive in high school, college, and beyond.

Located in the heart of Tampa, St. John's provides an exceptional education for 590 students in pre-kindergarten through eighth grade. The School's Core Values and Episcopal identity focus on inclusivity, support, respect, and the shared values reflected in the school's mission statement. Our students are Empowered to Lead, Inspired to Serve. A feeling of positive energy, inclusiveness, optimism, respect, and kindness permeates our campuses.

#### **POSITION DESCRIPTION:**

St. John's Episcopal School is searching for a **Director of Institutional Advancement** to build on its already successful fundraising programs. St. John's welcomes interest from accomplished advancement professionals who want to take the School to even greater heights of excellence by enhancing the major gifts pipeline based on identified fundraising needs to support St. John's Strategic Plan and Capital Campaign. St. John's is embarking on the most transformative master plan in the school's history, and this is an ideal opportunity for an individual who wants to create a professional legacy and truly make a difference in the lives of many generations of school families.

The new Director will have prior experience in creating and executing a major gifts program at a non-profit institution, as well as demonstrated history of successful campaign project management. He or she will bring excellent constituent relations experience and exceptional management skills that build ownership and coalesce the development team around a culture of joyful fundraising. Strong marketing, writing, and presentation skills are crucial to this successful communicator's role.

#### **Minimum Experience Required:**

At least 5-7 years prior experience as a development professional, with at least the last 2 years in managerial positions, including experience in at least one successful fundraising campaign with:

- Demonstrated success in setting, meeting, and exceeding fundraising goals to support the organization's mission and strategic priorities.
- Demonstrated success in fundraising campaign execution that grew the organization's annual, major and/or capital campaigns; legacy gifts; and/or planned giving.
- Demonstrated success leading and managing other professionals, support staff, and volunteers to achieve short-term and long-term campaign goals.

## Job Components:

- Execute a major gifts program, including a legacy giving program.
- Oversee a capital campaign focused on building donor enthusiasm to support our strategic plan.
- Partner with the Director of Event Management and Alumni Relations to manage special event programming for community engagement and stewardship.
- Oversee the comprehensive Annual Giving programs with the supervisory support of the Donor and Parent Relations Coordinator.
- Serve as an active member of the Senior Administrative Team representing the advancement needs of the School in relation to the overall leadership of the institution.
- Collaborate with the Head of School to set philanthropic and strategic goals for St. John's and set fundraising objectives and solicitation strategies, evaluate results, and develop corrective strategies as needed.
- Oversee capital giving, leadership giving, stewardship, planned giving, and research, and lead and support the advancement office to reach annual goals in each of these areas.
- Oversee all capital campaign activities, including selection and support of the campaign steering committee, volunteer management, campaign expenses, funding priorities, volunteer training, and more.
- Produce frequent analyses for the Head of School, Board advancement committee, and Board of Trustees.
- Create a productive and positive work environment for advancement staff (Donor and Parent Relations Coordinator and Director of Event Management and Alumni Relations), inclusive of regular team meetings, individual meetings with, supervision and evaluation, and professional growth.
- Design a multi-year roadmap for building a donor pipeline using wealth screening and predictive analysis.
- Solicit a portfolio of capital campaign gifts in the range of \$50,000 to \$2,000,000.
- Serve as liaison to top campaign and annual volunteers in their roles.
- Supervise the Donor and Parent Relations Coordinator to ensure a successful Annual Fund.
- Partner with the Donor and Parent Relations Coordinator to support parent leadership and volunteer engagement.
- Support a new parent philanthropy drive and support the admission office in new family onboarding and orientation to ensure effective parent education on the importance of philanthropy.
- Oversee content for campaign communications, the annual Impact Report, and other advancement-related publications.
- Serve as direct liaison with the business office and Director of Finance & CFO on all items related to campaign funding and expenses.
- Meet weekly with Head of School to provide update on all advancement activities including annual gifts, special events, and alumni fundraising.
- Advise the Head of School on speaking points at advancement events, cultivation and solicitation meetings with advancement prospects, capital projects, trustee advancement work, strategic planning, campaign strategy, Annual Fund, alumni relations, and special events.
- Serve on and drive the agenda for the Board advancement committee, including all meetings, analyses, presentations, and solicitation functions.
- Attend Board meetings and provide advancement presentations as needed.
- Support the Head of School in recruitment of new trustees and training in advancement functions for the Board governance committee.
- Participate in the new Trustee orientation.
- Oversee Trustee Annual Fund solicitation every year as well as capital solicitations of trustees remain up to date on major issues in the school to be able to serve as an ambassador.

- Support fellow Senior Administrative Team members in their goals and aspirations.
- Serve as a leader for the school community by participating in daily life and operation of the School in a present and hands-on manner and by extending oneself beyond the responsibilities of the role.
- Assist the Head of School with other duties as assigned.

St. John's Episcopal School is an exceptional work environment with low employee turnover. This position provides a truly outstanding individual the opportunity to join Tampa's premier K(4)-8 school and truly 'make a difference' in the lives of children and colleagues. Qualified candidates are invited to submit a current resume, cover letter, salary requirements, and list of not fewer than three references to Diane Scott, Executive Assistant to the Head of School, at [dscott@stjohnseagles.org](mailto:dscott@stjohnseagles.org). This is a full-time, salaried, exempt, 12-month position that is accompanied by a highly competitive salary and benefits package. St. John's is an Equal Opportunity Employer.