



THE SAINT CONSTANTINE SCHOOL

Job Description

Director of School Development The Saint Constantine School Denver Metro Area

General Description

The Saint Constantine School is seeking a dynamic, engaged leader to jumpstart the launch of a new school in the Denver Metro. Saint Constantine Schools are a growing network of schools founded under Saint Constantine College in Houston, TX. The flagship campus in Houston educates over 530 students in Prek-12th grade, emphasizing a wholistic, classical, Orthodox Christian education for everyone. As part of the educational mission of the Orthodox Church, The Saint Constantine School educates servant-leaders through classical, Christian, practical education, nurturing the minds and hearts of students for their own salvation, for the benefit of the world, and to the glory of God.

The Director of School Development would be charged with engaging the community and establishing a foundation of support for the new school in Denver. With the leadership and support of the central office staff, the Director of School Development would:

Development:

- Work with VP for Advancement to fundraise, build relationships with local supporters and donors, and meet fundraising goals during a two-year school launch timeline.
- Develop and lead local fundraising strategy and implementation plan to grow annual and capital (if relevant) campaigns.
- Develop and administer the fundraising budget to ensure expenses and revenue are within the established plan.
- Establish systems, processes, and tools to maximize fundraising capacity, including overseeing donor management database and working with a data entry volunteer.
- Expand and manage local Giving Societies including the creating of a planned giving program.
- Manage a portfolio of major gift donors and prospects, developing and implementing tailored cultivation, solicitation and stewardship plans with the VP of Advancement.
- Manage efforts to research and apply to foundations for grant awards for various programs as needed; manage all aspects of post-award grants including reporting requirements.
- Develop and implement annual mail and email appeals.
- Increase donor base through appeals, communications, and donor stewardship according to the stewardship matrix.

- Evaluate progress toward goals and provide regular reporting to VP for Advancement and VP for Schools.
- Develop print and digital marketing collateral related to fundraising in collaboration with the Central Office.
- Lead and collaborate with volunteers on the management and planning of fundraising events and donor receptions.
- Coordinate fundraising special events, including an inaugural annual gala in Spring of 2024.
- Maintains current knowledge regarding information and trends in philanthropy; maintains memberships in professional organizations and stays abreast of tax law and IRS rulings affecting charitable giving.
- Perform other related duties as assigned.

Community Coordination and Planning:

- Scout and assist Central Office staff in identifying a location for a future school.
- Work with VP of Schools and local volunteers and committee members to assess ideal location, needs, and process for approvals for a school site.
- Progress location efforts, managing and supervising the process through all required approvals, regulations, and requirements as demanded by the city, county, or state, in conjunction with local volunteers and committee members in relevant fields.
- Coordinate local committee volunteers, organizing meetings and guiding efforts.
- Cast vision for the founding of The Saint Constantine School Denver Metro for constituents (potential parents and students, donors, and potential staff) in Metro area through organizing area events, interviews, writing opportunities and relationships for self and Central Office leadership.

Qualifications: Fundraising and recruiting experience, preferably in a Christian school or nonprofit. BA degree in a relevant field. Strong administrative and organizational skills. Classical education background and familiarity with the Great Texts and dialectical education preferred. Familiarity with the Orthodox Church's ethos, theology, and traditions, and commitment to support it. Excellent writing and communication skills. Excellent community builder and networker.

Reports To: Vice President for Advancement and Vice President for Schools

Salary Classification: Full-time, non-exempt, twelve months

Supervision of Others: Volunteers and committee members

Hours Per Week: 40

Compensation & Benefits

- Competitive Salary
- Health insurance paid by the school (family coverage at employee's option and cost)
- Life insurance, long term and short-term disability, paid by the school
- Access to Dental, Vision, 401K and Voluntary Group Life insurance plans
- Tuition Remission PK -12 plus College (benefit increases from 50% to 75% to 90% over first 3 years of employment), when applicable;

It is the policy of The Saint Constantine School (TSCS) to make all employment-related decisions for its employees and applicants in accordance with all applicable federal, state, and local laws and regulations and without regard to race, color, national origin, age, sex, or disability. TSCS hires individuals who are committed to supporting the school's beliefs, as expressed in the Religious Requirements for Employed Administrators, Faculty, and Staff of The Saint Constantine School. TSCS will employ only persons who are authorized to work in the United States. All new hires must abide by the TSCS Employee Handbook.