



Canterbury School of Florida educates and nurtures the whole child in mind, body, and spirit in preparation for college and an honorable life as a responsible steward of our world.

The Canterbury School of Florida is seeking a Director of Development for the 2024-2025 school year. Canterbury is a co-ed, Episcopal school in St. Petersburg, FL, serving students in Pre-Kindergarten through Grade 12.

Canterbury seeks an experienced fundraiser with a gift of fostering relationships as its next Director of Development. This role requires a professional who genuinely enjoys meeting others and learning about their lives and families. The successful candidate will embrace the School's mission and cultivate philanthropy through its emphasis on the core values of Canterbury's community. The Director of Development is a member of the Senior Administration and reports directly to the Head of School.

Preferred Qualifications:

- Bachelor's degree (required) or higher.
- Meticulous organization skills, the ability to think creatively and critically, and is highly collaborative.
- Experience supervising and mentoring direct reports.
- Commitment to collaborative leadership and the ability to manage and grow a team's skills, vision, and cohesion.
- Excellent database and computer skills, including expertise in data and records management.
- The ability to handle confidential information with discretion.
- Demonstrated proficiency with Google applications, Microsoft Office Suite, and Veracross (or an equivalent database).

The Director of Development will:

- Establish personal and meaningful relationships with current Canterbury community members, alumni, parents of alumni, grandparents, and supporters of the School.
- Lead fundraising for the Canterbury Annual Fund and ambitiously increase this Fund each year through community education, broadening participation, and facilitating upward movement through the giving levels.
- Collaborate with the Head of School on stewardship.
- Develop and manage a portfolio of prospects, including alumni, parents, past parents, and grandparents, with a focus on securing leadership-level gifts.
- Develop a coordinated solicitation strategy involving personal visits, email, and direct mail, all focused on shaping a sustainable tradition of support.
- Develop highly effective and sustainable volunteer components within fundraising efforts.
- Supervise the Advancement Associate and Parents Association Liaison
- Maintain the Development database.
- Work collaboratively with the Board of Trustees' Development Committee Chair.
- Participate in evening and weekend activities, including the Gala, Homecoming, Tee It Up golf tournament, Canterbury Cup fishing tournament, receptions, special events, and travel as needed.
- Maintain high visibility in the community, attending a variety of student, parent, admissions, and alumni events.
- Perform other duties as may be required.

Those interested should send a letter of interest and resume to employment@canterburyflorida.org.