



# Chief Development Officer

September 2024



ST. ANDREW'S-SEWANEE SCHOOL



# The Position: Chief Development Officer

St. Andrew's-Sewanee School ([www.sasweb.org](http://www.sasweb.org)) seeks a Chief Development Officer with a commitment to private education in an Episcopal environment. This is a 12-month, fulltime position and reports to the Head of School.

The Chief Development Officer responsibilities:

- Oversee all fundraising and constituent engagement endeavors
- Develop and implement fundraising campaigns aligned with the School's strategic plan and goals for current and future philanthropic support
- Develop yearly action plans for all fundraising objectives and alumni relations
- Direct and manage annual giving, capital and endowment giving, planned and deferred giving, and all marketing and solicitation strategies to meet goals in those areas
- Maintain and expand the school's relationships with current donors of all constituencies in support of fundraising goals
- Research and write grant proposals to churches, foundations and corporations
- Oversee all fundraising support activities, including prospect research, managing and maintaining the data base, preparing correspondence and reports, and keeping calendars for all related activities
- Work closely with the Board of Trustees in all aspects of trustee identification and recruitment
- Work closely with the Board of Trustees in all aspects of Trustee Fundraising
- Create presentations and other materials to enhance fundraising activities and public speaking on behalf of the school
- Manage and supervise development and alumni relations staff
- Recruit and manage volunteers as needed
- Manage parent relations
- Work in collaboration with the Director of Enrollment and Financial Aid on shared initiatives and activities
- Approve all school fundraising activities
- Serve as a member of the Administrative Team
- Perform additional duties as directed by the Head of School

## Qualifications

- B.A. degree and ten years of relevant experience
- Ability to think and plan strategically and creatively
- Demonstrated ability to effectively manage a staff
- Ability to communicate and work effectively with various constituencies
- Ability to motivate and manage volunteers
- Knowledge and skill in Raiser's Edge or other CRM systems
- Knowledge and skill in use of social media for fundraising
- Excellent speaking and writing skills

## Compensation

Salary is dependent on education and experience. Benefits include a tuition remission plan, health and dental insurance, worker's compensation, short-term and long-term disability, group life insurance, pension plan. .



# The School: **St. Andrew's-Sewanee School**

At St. Andrew's-Sewanee School, we believe that great teaching ignites curiosity, encourages deep exploration, and fosters a lifelong love of learning. We emphasize depth over breadth, ensuring that students engage meaningfully with their studies. We also value the time spent outdoors, understanding its role in personal growth and well-being. Our approach to assessment is holistic, focusing on narrative feedback that goes beyond traditional grades and standardized tests.

We are committed to recognizing each student's unique abilities, offering both challenges and support to help them excel in the classroom and beyond. By prioritizing effective communication and self-advocacy, we prepare our graduates to succeed in college, their careers, and their communities.

We filter decisions, both large and small, through the lenses of Challenge, Balance, and Joy, and our goal of developing young people for their futures is focused on helping them develop these 5 Cs: Critical Thinking, Collaboration, Communication, Creativity, and Character.

We have made significant progress on capital projects in support of our last strategic plan. That progress includes the groundbreaking of a new Outdoor Education Complex, the conversion of a former dormitory into a Wellness Center, enhanced campus security, campus-wide IT fiber optic installation, and growing our endowment from \$11 million to \$24 million.

St. Andrew's-Sewanee's new fundraising leader will join the School at an exciting time in its history as it launches a new strategic plan while overseeing two capital projects on campus, including a black-box theater and a new basketball/volleyball practice court.

## **Mission**

Honoring its Episcopal heritage as a welcoming Christian community, St. Andrew's-Sewanee School offers a superior college preparatory education, bringing all students to a richer spiritual, intellectual, social, physical, and aesthetic awareness so that they might lead lives of honor and loving service to God and others.

## **Vision**

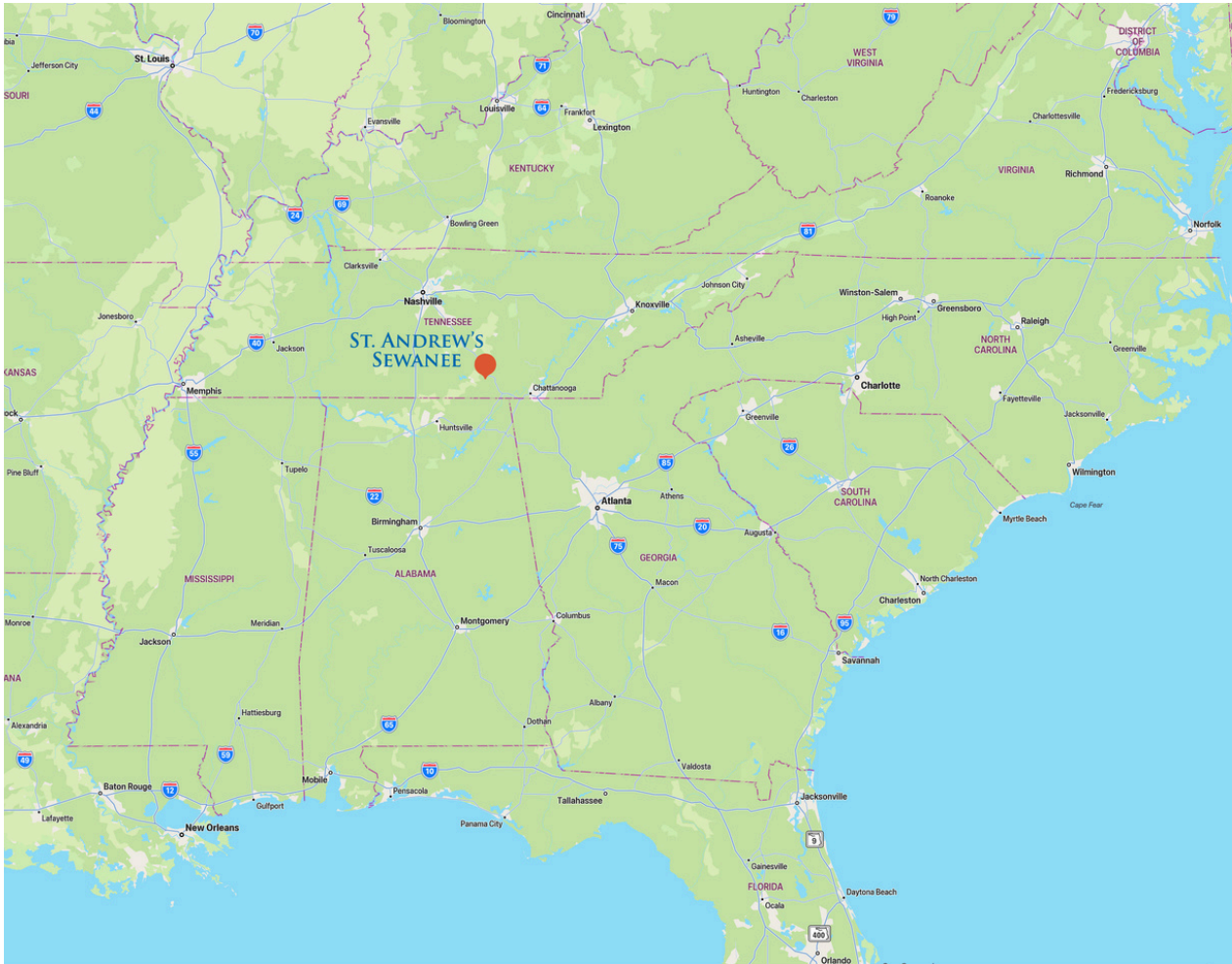
St. Andrew's-Sewanee School inspires students to live lives of active curiosity, lifelong learning, and loving service. We challenge our students to fulfill their greatest potential while teaching them how to cultivate balance and joy.

## **Core Values**

- **Perspective:** We cultivate a global connection while celebrating our unique location.
- **Communication:** We are thoughtful in the messages we share individually, collectively, and institutionally; communicating with care and consideration for others.
- **Preparation:** We value and foster resourcefulness, an essential trait for engaging in real work in the real world.
- **Voice:** We value and empower the many voices in our community, encouraging and teaching students both how to listen and how to be heard.
- **Well-Being:** We prioritize the health and well-being of each individual and our school in our decision making.



# Sewanee, Tennessee



## Our Location

Named one of the eight most beautiful high schools in the South by Southern Living magazine, SAS is truly in a class by itself. The beauty and majesty of our campus and the mountain it sits upon cannot be captured in photos. You're going to have to come visit. The Mountain (as we call it) is set on the edge of the Cumberland Plateau between Nashville and Chattanooga. Our 550-acre campus includes fields, forests, bluffs, caves, and waterfalls. The Spanish colonial architecture gives you the feeling that you've slipped away to another world.

At an elevation of approximately 2,000 feet, the views are lovely, and the changing seasons offer endless variety—fall color, spring wildflowers, sparkling snowfalls, and the occasional eerie fog. Our scenic campus has cliffs to scale, lakes to swim, ponds to study, and miles of trails for running, mountain biking, and hiking. Our magnificent setting enriches the life of the community. We are what we are, in large part, because of where we are.

# How To Apply

Direct applications and inquiries to:

**Chief Development Officer  
Search Committee at  
[employment@sasweb.org](mailto:employment@sasweb.org)**

Please include a letter of introduction, a résumé, a writing sample, and at least two professional references. We will begin reviewing applications immediately and will close the process when the position is filled.

St. Andrew's-Sewanee School is an Equal Opportunity Employer and does not discriminate based on race, creed, color, religious belief, gender, age, national origin, ancestry, disability, marital status, sexual orientation, status with regard to public assistance, veteran status or any other protected class pursuant to applicable local, state or federal laws.

**St. Andrew's-Sewanee School  
290 Quintard Rd.  
Sewanee, TN 37375**

