



# Director of Development Search







## Director of Development Search

### The Opportunity

Episcopal Collegiate School seeks a strategic, collaborative, and mission-driven Director of Development to guide the School's strategic fundraising efforts. As a key member of the leadership team, the Director of Development helps secure the financial resources required to maximize the School's educational impact for every student.

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*Serving 843 students from the Greater Little Rock area, Episcopal Collegiate School is a co-educational, independent college preparatory school dedicated to nurturing students from Pre-Kindergarten through 12th grade.*

### ECS By The Numbers

**843**

*Total Students*

**15**

*Avg # of Students Per Classroom*

**100%**

*Of the Class of 2025 Accepted to one of their Top 3 Preferred Colleges*

**62**

*Teams Fielded Across 13 Sports*

**96%**

*Of Families Choose Episcopal Collegiate Year After Year*

**85%**

*Of Faculty Holding Advanced Degrees*

**39+**

*Zip Codes Represented by the Student Body*

**\$925k**

*Offered Annually in Financial Aid*

**50**

*Club Offerings for Students in Lower, Middle, and Upper Schools*

### To Apply

Please email resume and cover letter to Hacker Burr at [hacker@bigbackpack.org](mailto:hacker@bigbackpack.org)





## Director of Development Search

### The School

Episcopal Collegiate School is a co-educational, independent college preparatory school dedicated to nurturing students from Pre-Kindergarten through 12th grade. Committed to academic excellence, we offer a challenging curriculum paired with a rich array of arts, athletics, and extracurricular activities, ensuring a well-rounded educational experience. Our welcoming and supportive community fosters personal growth, motivating students to explore their passions, to think critically, and to develop as compassionate leaders ready to make a positive impact on the world.

Our Episcopal identity is the cornerstone of our mission and values, shaping a unique education in mind, body, and spirit. This identity weaves a rich tapestry of ideals that define our institution, guide our teaching, and enhance our community life. Grounded in respect, reverence, and responsibility, our Episcopal identity creates an environment where students are inspired to explore their faith, build moral character, and develop empathy to engage deeply with others. By integrating these values, we foster a sense of community and purpose, preparing our students to be compassionate leaders in an increasingly diverse world.



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## Director of Development Search

### The Position

Founded in 1996, Episcopal Collegiate School is a PK-3-12 independent, college preparatory, co-ed day school of 840 students located in Little Rock, Arkansas. Rooted in the Episcopal tradition and affirming of all faiths, the School strives to develop in its students respect for all persons, reverence of God, and a sense of moral responsibility. Supported by a strong financial foundation, the School has experienced exceptional growth in all phases of school life and school operations. This is an extraordinary opportunity to lead a development department in a school with deep ties to its community and an unwavering commitment to the well-being of its students. Reporting to the Head of School, the Director of Development is responsible for providing strategic oversight that promotes philanthropy in the promotion of the School's mission. The Director of Development plans and manages fundraising, alumni relations, and related events and communications.

As a member of the senior leadership team, the director will work closely with fellow administrators, the Board of Trustees, and provide guidance to the Parents' Auxiliary. The Director of Development will partner with the Assistant Head of School, directors of marketing and communications and admissions to ensure consistency with Episcopal Collegiate School's approach to marketing and brand awareness.



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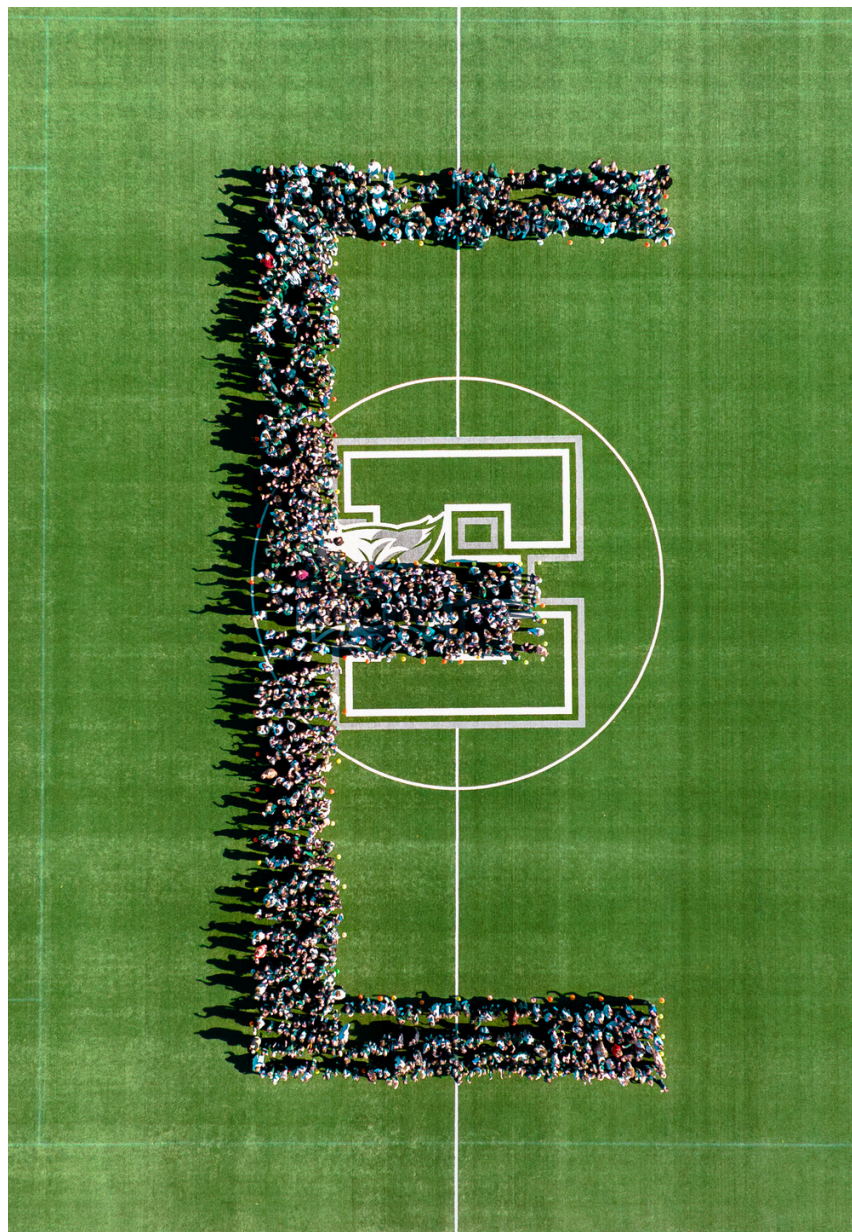




## Director of Development Search

### Essential Duties and Responsibilities

- Develops and implements both short- and long-term Development plans to meet established goals and objectives.
- Clearly articulates and promotes a strong case for the school's philanthropic needs and builds opportunities to enhance and sustain a culture that understands the relationship between philanthropy and the unique quality of Episcopal Collegiate School's education.
- Serves on the senior leadership team who oversee all day-to-day operations and help set strategic goals and planning for the school.
- Promotes a culture of inclusion within the philanthropy and marketing programs.
- Develops, trains and evaluates a professional development team, which currently includes the Director of Annual Giving, and the Director of Alumni Relations.







## Director of Development Search

### Duties and Responsibilities Continued

- Cultivate relationships with key stakeholders across the school, parent and alumni communities, and implement programs that will bring donations to the school through direct solicitation or by facilitating solicitations made by the Head of School and Board members.
- Support the growth of the alumni program by devising new ways to reach alumni in order to develop a more engaged alumni base.
- Ensure that ongoing project research, stewardship and computerized record keeping provide optimal support to the broader advancement effort.
- Responsible for income goals for the annual fund and annual benefit each year.
- Oversees potential capital or endowment campaigns.



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## Director of Development Search

### Duties and Responsibilities Continued

- Works collaboratively with the Parents' Auxiliary with the goal of building community amongst current families.
- Continue and grow programming and oversee identification, cultivation, stewardship and solicitation of non-parent constituencies including alumni, parents of alumni, and grandparents with an eye to growing their engagement.
- Collaborate with the Director of Marketing and Communications to oversee efforts including development of the school's website, annual report, social media, weekly communications to parents, and an array of other digital communication.
- Presents occasionally to trustees, parents, alumni, and other large and small groups of school constituents.
- Attends Episcopal Collegiate School's events and activities to foster pride and excitement for community life and values.



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## Director of Development Search

### Essential Qualifications and Experience:

- Experience leading and managing a dynamic and successful development team, preferably within the education sector.
- Significant involvement in capital campaigns and major gifts programs.
- Experience and comfort in individual outreach within and beyond a community; experience in outreach and broadening a donor base.
- Experience with successful development communication strategies.
- A track record of designing and building new initiatives while supporting existing programs.
- Experience in development data management, databases, stewardship programs and constituent research programs.
- B.A. degree in business or related field and minimum of five years relevant experience in a non-profit environment.



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## Director of Development Search

## Living in Little Rock

Nestled along the Arkansas River, Little Rock offers the perfect balance of Southern charm, natural beauty, and a vibrant cultural scene. As the capital city, it serves as the state's hub for business, education, and the arts, while maintaining a strong sense of community and a welcoming, small-city feel. Residents enjoy a low cost of living, excellent healthcare, and easy access to outdoor recreation—from hiking and biking in the scenic Ozark foothills to kayaking on the river. The city's lively downtown and River Market District feature award-winning restaurants, local breweries, and year-round festivals. With a growing arts community, diverse neighborhoods, and a focus on family and education, Little Rock provides an exceptional quality of life for professionals seeking both opportunity and balance.

## Working at Episcopal Collegiate School

*The School is an equal opportunity employer that maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All employment decisions are made without regard to race, religion, color, national origin, age, sex, disability, or any other categories protected by federal, state, or local law.*



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## Director of Development Search

### General Requirements

- A criminal history background check is required of all employees.
- References will be required; transcripts may be required.
- Writing samples or collateral materials from previous projects may be requested.

### To Apply:

Interested and qualified candidates should submit electronically in one email and as separate PDF documents the following materials:

- A cover letter expressing their interest in this particular position.
- A current résumé
- An annotated list of five professional references with name, phone number, and email address (references will be contacted only with prior candidate approval).

All materials should be sent via email to:

Hacker Burr  
President and Managing Director  
Senior Search Consultant  
Big Back Pack LLC  
[hacker@bigbackpack.org](mailto:hacker@bigbackpack.org)

