



Good Shepherd Episcopal School is entering an exciting period of growth, and we are seeking a dedicated full time **Development Manager**, a motivated, hands-on professional ready to build a development program from the ground up.

This is a rare opportunity for someone who is energized by building systems, cultivating relationships, and making a tangible difference in a school community. The Development Manager will take ownership of the school's fundraising operations, establishing the infrastructure, processes, and donor relationships that will sustain and grow GSES for years to come.

Reporting directly to the Head of School and working closely with the Board of Trustees Development Committee, the Development Manager will consolidate fragmented donor data into a functional CRM, strengthen and expand the Annual Fund, and grow a portfolio of community events and donor engagement opportunities. Grant research and writing will be an emerging and growing part of the role.

This position requires someone who is equally comfortable building a spreadsheet, writing a donor thank-you letter, and working a room at a school auction. Attention to detail, genuine warmth, and a bias toward action are essential.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Development Operations & Database Management

- Consolidate existing donor and giving records from multiple sources into a unified CRM/donor database, establishing clean, accurate, and consistent data practices going forward.
- Build and maintain systems for gift entry, donor acknowledgment, and reporting that are practical, efficient, and sustainable.
- Generate regular reports on giving activity, donor engagement, and progress toward fundraising goals to support leadership and board decision-making.
- Develop and document development processes and procedures to ensure continuity and organizational knowledge.

Annual Fund & Fundraising

- Take ownership of the school's Annual Fund, managing appeals, donor outreach, tracking, and follow-up across constituent groups including parents, grandparents, faculty, staff, and board members.
- Strengthen the Annual Fund by improving consistency, broadening participation, and deepening engagement beyond the school's existing donor base.
- Assist in identifying and cultivating new individual donor prospects as the program grows.
- Monitor progress toward annual fundraising goals and provide regular updates to the Head of School and Development Committee.

Events & Community Engagement

- Manage and grow the school's fundraising and community events, including Friendsgiving & Chili Cook-off, the annual auction, and the Rams Run/fun run.
- Coordinate logistics, volunteer recruitment and management, sponsorship outreach, and follow-up for all development-related events.
- Work to improve event systems and documentation year over year, ensuring each event builds on the last.
- Engage parents, alumni families, and community members as volunteers and event supporters.

Donor Relations & Stewardship

- Coordinate donor recognition and acknowledgment processes, ensuring all donors receive timely, accurate, and meaningful communication.
- Support the Head of School and board in cultivating relationships with key donors and community partners.
- Assist in preparing donor-facing communications including impact updates, stewardship reports, and personalized outreach.
- Help build a culture of philanthropy within the GSES community through consistent, mission-aligned engagement.

Grants & Institutional Giving

- Research foundation, corporate, and community grant opportunities aligned with the school's mission and priorities.
- Support the development of the school's grants program, including building internal processes for tracking deadlines, managing submissions, and reporting outcomes.
- Assist with grant writing and proposal development as opportunities are identified; this is an emerging area of the school's development program with room to grow.

Communications & Collaboration

- Partner with the Marketing & Communications Coordinator to develop fundraising communications including appeals, donor updates, and campaign materials.
- Contribute content that tells the story of GSES and the impact of giving on students, faculty, and the broader community.
- Collaborate with school leadership and the Board Development Committee to align fundraising efforts with school priorities and strategic goals.

REQUIREMENTS

- Bachelor's degree required.
- 2–4 years of experience in fundraising, development, nonprofit administration, or a related field; independent school experience is a plus but not required.
- Demonstrated ability and genuine enthusiasm for building systems, processes, and programs, along with prior experience in a startup, turnaround, or ground-floor development role, are meaningful assets.
- Strong written and verbal communication skills, including the ability to draft donor correspondence, appeals, and fundraising materials.

- Proficiency with database or CRM tools and standard office software; experience migrating or cleaning data from Excel or similar sources is a plus.
- Strong organizational skills and attention to detail, with the ability to manage multiple priorities and deadlines.
- Experience coordinating volunteers or working with community groups is preferred.
- A collaborative spirit and the ability to work closely with school leadership, board members, parents, and community partners.
- A clear commitment to the mission, values, and community of Good Shepherd Episcopal School.

This is a 12-month, full-time, exempt position. The role includes scheduling flexibility, particularly during the summer months. Occasional evening and weekend work is required in support of school events and donor engagement. The balance of on-site and remote work is coordinated with the Head of School and aligned with the school's operational needs and priorities.

ADDITIONAL INFORMATION

Candidates interested in pursuing this position should send a cover letter, resume, and reference contact information to Head of School Kathy Tappen at ktappen@gses.org. Please include "Marketing and Communications Coordinator" in the subject line.