ST. PATRICK'S

EPISCOPAL DAY SCHOOL, WASHINGTON, DC



AT A GLANCE:

- 125 FACULTY AND STAFF
- OVER 40% FACULTY AND STAFF OF COLOR
- 73% OF TEACHERS HOLD ADVANCED DEGREES
- OVER 40% OF FACULTY AND STAFF HAVE BEEN AT ST. PATRICK'S FOR OVER 10 YEARS.
- 440 STUDENTS PK3-G8
- 40 CHILDREN IN OUR INFANT TODDLER PROGRAM
- OVER 40% STUDENTS OF COLOR
- 15 STUDENTS IN AN AVERAGE CLASS
- 24% OF STUDENTS RECEIVE FINANCIAL AID
- 2024 GREEN RIBBON SCHOOL
- #1 LANDOWNING ELEMENTARY SCHOOL IN DC
- 17 INTERSCHOLASTIC ATHLETICS TEAMS
- 1 GARDEN AND 2 OUTDOOR LEARNING SPACES

POSITION: ADVANCEMENT ASSOCIATE

St. Patrick's seeks an enthusiastic, collaborative, and student-centered individual to join our vibrant PK3–Grade 8 community of 440 learners in the heart of Washington, DC. At St. Patrick's, students shine infinitely brighter as they discover their talents and stretch toward their full potential, grow infinitely stronger by developing their values, spirituality, and character, and care infinitely more as they gain confidence in their roles as compassionate global citizens.

POSITION DESCRIPTION

St. Patrick's Episcopal Day School seeks an Advancement Associate to begin October 19, 2026. The Advancement Associate serves as an integral member of St. Patrick's Episcopal Day School's Advancement Office, supporting fundraising operations, donor stewardship, database management, event planning, and special projects. Reporting to the Assistant Head of School for Development, this position offers an outstanding opportunity for an early-career professional to gain broad advancement experience while working closely with school leadership, volunteers, and donors.

We seek an organized, detail-oriented, and collaborative individual who is eager to learn, comfortable managing multiple priorities in a fast-paced environment, and interested in taking on increasing responsibility, including planning and executing select Advancement Office events. Experience with fundraising databases is welcome but not required. This is a full-time position with a competitive salary and benefits package; occasional evening and weekend work is expected to support school events and fundraising activities.

TO APPLY

Email a cover letter, resume, and list of names and contact information for at least three professional references to: Adelaide Barrett, Assistant Head of School for Institutional Advancement, barretta@stpatsdc.org.



SCHOOL EMPLOYMENT POLICY STATEMENT OF NON-DISCRIMINATION In accordance with applicable laws and in the interest of being an effective, equitable, just, and inclusive community, St. Patrick's Episcopal Day School does not discriminate on the basis of race, color, national origin, religion, creed, gender, sexual orientation, family status, economic status, age, or physical disability in the administration of its hiring and terms of employment of faculty and staff.

PRIMARY DUTIES AND RESPONSIBILITIES

Donor Relations and Gift Stewardship

- Process charitable gifts and maintain accurate gift records
- Prepare personalized acknowledgment letters, tax receipts, and stewardship correspondence, with the goal of receipting gifts within 48 hours of receipt and acknowledging on a weekly basis
- Partner with the Business Office to reconcile gifts, prepare audit documentation, and ensure the accurate allocation of contributions
- Help ensure donors receive timely, thoughtful stewardship throughout the year

Advancement Operations and Database Management

- In collaboration with the Director of Advancement Operations, maintain database files for all constituents and prospects, actively update records, and ensure consistent formatting of all records
- Design and export a wide range of constituent, donor, and gift reports
- Assist in developing office best practices for database management and reporting

Event Planning and Execution

- Assist in planning and executing a variety of fundraising and community events throughout the year
- Coordinate event logistics, including invitations, registration, catering, room setup, volunteer coordination, and on-site event management
- Over time, assume primary responsibility for planning and managing selected Advancement Office events from concept through execution
- Collaborate with faculty, staff, volunteers, and outside vendors to create exceptional experiences for donors and families

Communications and Prospect Research

- Conduct prospect research using publicly available resources to help identify and better understand current and prospective donors
- Support the production and distribution of fundraising appeals, invitations, and other Advancement Office communications
- Assist with special projects, organizing archives and campaign initiatives as needed

General Office Support

- Contribute to a collaborative team environment by supporting department-wide initiatives.
- Assist with additional projects and responsibilities as assigned by the Director of Development and/or Assistant Head of School for Institutional Advancement

REQUISITE PROFESSIONAL SKILLS

- Bachelor's degree required
- Strong organizational skills with exceptional attention to detail
- Excellent written and verbal communication skills
- Ability to manage multiple priorities in a fast-paced environment
- Strong interpersonal skills and a customer-service mindset
- Demonstrated proficiency with Google Suite
- Ability to maintain confidentiality and exercise sound judgment
- Enthusiasm for learning, problem-solving, and taking initiative
- Successful completion of all required background checks and Safe Church requirements.

PREFERRED PROFESSIONAL SKILLS

- Knowledge of Raiser's Edge
- Experience in independent schools or the advancement field

Salary range: $55,000–$70,000, commensurate with experience

Mission Statement

St. Patrick's Episcopal Day School strives to create a diverse and inclusive learning community of students, faculty, staff, and parents who recognize the infinite value of every individual as a child of God. We are committed to developing character, advancing human understanding, and promoting academic excellence to shape engaged citizens who live with integrity, empathy, and purpose.

Our Episcopal Identity

Our school is rooted in the Episcopal tradition as expressed through our values. We recognize the infinite value of all community members as children of God. As such, the belief in the power of relationships and our continued work in equity, diversity, inclusion, justice, and belonging, reflects our Episcopal Identity. We are proud to be an Episcopal School. That also means families of all faiths—and those who do not practice a faith tradition—are warmly welcomed here.

Our chapels are inclusive, supporting students in standing in their own faith or beliefs while being open to others' experiences and traditions. Chapels seek to build community, recognize significant cultural traditions and holidays, and develop moral character through liturgy, children's books, and community speakers. Each of our chapels is designed to ensure feelings of inclusion and belonging—a hallmark of Episcopal Schools.





CAMPUSES

St. Patrick's is situated across three campuses comprising 19 acres in Washington, DC. Our remarkable amount of land for a city school supports two fields, a garden, walking trails, three playgrounds, a gym and performing arts center, our Middle School building, the Church and Early Childhood and Lower School Divisions.

A Strong Sense of Belonging

"At St. Patrick's, belonging is more than a word—it's a commitment. In my three years as Head of School, I've seen firsthand how our faculty and staff ensure that every student is noticed, nurtured, and truly known." **--Jalene Spain Thomas, Head of School**

