

(The Rev'd) David O. Browder, Rector | **Dr. Bill Mott**, Interim Headmaster

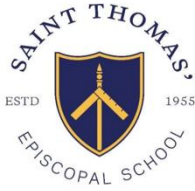
Director of Development Reports to Headmaster

Saint Thomas' Episcopal School employs individuals who are committed to upholding our mission of forming honorable men and women through a classical education grounded in a Christ-centered worldview. All faculty are expected to understand and promote the mission, standards, and policies of the School.

Saint Thomas' Episcopal School (STE) is seeking a Director of Development to support and be responsible for all aspects of fundraising including the annual fund, gala, major gifts, special events, grants, and volunteers. The Director of Development plans and executes the vision and strategy related to alumni engagement to enhance loyalty, dedication, and support for the school. In addition, this position assists with fundraising, events, and volunteer efforts for the church and preschool.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Collaboratively designs creates, implements, and oversees a comprehensive fundraising program designed to secure significant financial resources for the church and school's mission and strategic priorities.
- Oversees all fundraising efforts and programs, including annual fund, church stewardship, special fundraising events, major donor programs, grants, capital campaigns, planned giving, donor prospecting and research, and office administration to meet or exceed annual development plan income goals.
- Responsible for community relations events and activities.
- Leads and coordinates the efforts in the identification, cultivation, solicitation, and stewardship of donors.
- Reports to and works closely with the Headmaster in all fundraising activities.
- Presents to the Headmaster and Advancement Committee with an annual development plan for achieving specific goals.
- Researches grant-writing opportunities and submits proposals for funding.
- Attends and participates in a variety of fundraising, stewardship, community-building, and other campus events throughout the year to stay informed and updated on church and school activities.
- Works with Rector to support church stewardship program.
- Attend all faculty and staff meetings and required special events (e.g., open houses, Spaghetti Supper, Fall Fair).
- Utilize Google Suite, in particular Google Drive, Docs, and Sheets.
- Perform other duties as assigned.



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Education / Certification: Bachelor's degree preferred

Experience Required: Minimum of 7 years related work experience in independent school or church environment

Required Knowledge: Proficiency in MS Office, Google Docs, InDesign and Veracross or similar donor or school database system

Classification: Exempt

Skills / Abilities:

- Proven track record of raising funds from individuals and foundations, with impressive results.
- Experience with major gifts as well as foundation and corporate grant writing is preferred.
- Highly organized, detail-oriented, and able to manage multiple projects simultaneously.
- A self-starter with the ability to work productively to meet benchmarks and goals.
- Excellent understanding of best practices related to Development activities, including annual giving, major giving, planned giving, event planning, capital campaigns, grant procurement, and alumni relations.
- Excellent planning skills - organized, communicates, follows through, and evaluates
- Frequent work in evenings and weekends.
- Absolute confidentiality and professionalism in all aspects of the position.

Compensation and Benefits:

Compensation is dependent upon experience and degree obtained.

Qualified applicants may submit a resume and completed application (available at stes.org) to Jeri Wisdom, Human Resources Generalist at wisdom.jeri@stes.org.

STATEMENT OF NON-DISCRIMINATION

Saint Thomas' Episcopal Church & School (collectively the "School") prohibits discrimination in employment because of race, color, national origin, citizenship, sex, disability, or veteran status.

The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.