

**St. Thomas' Episcopal School**  
**Director of Advancement**

**Job Description**

The Director of Advancement position at St. Thomas' Episcopal School (STE) is a full-time, 12 month position. This individual leads the advancement team, and reports to the Headmaster. The ideal candidate is proactive, energetic, detail-oriented, and self motivated individual with a desire to grow with the advancement department. This individual understands and supports the mission of STE and the goals of the advancement office, and works daily to develop relationships between the school and various constiuent groups.

**Responsibilities**

- Manage a program to attract the maximum gift support to STE, including an annual fund, endowment. fundraising, corporate and foundation proposals and major gifts.
- Develop an coordinate all aspects of the annual fund.
- Develop and coordinate major gift campaigns as needed.
- Work with the Headmaster to create and implement funding goals and objectives.
- Develop systematic identification and cultivation of individuals and entities to increase support of and involmnet in the school.
- Communicate advancement efforts and results with the Headmaster and school board.
- Liason with the Advancement Committee, a sub-committee of the school board.
- Develop and oversee fundraising budgets and their coordination with the financial office.
- Manage volunteer recruitment, coordination and communication.
- Coordinate website content pertaining to advancement and alumni.
- Write and submit grant proposals as needed.
- Coordinate with the advancement team and communications team to produce advancement publications.
- Direct and manage the advancement team, including overseeing processing of all gifts received for the purpose of acknowledging gifts, providing receipts, maintaining giving records, and providing stewardship.
- Coordinate with alumni relations to expand alumni programs, events and communications.
- Oversee special events along with with the Advancement Associate – Grandparents' Day, Annual Leadership Reception, biennial Gala & Auction, and other events.
- Assist with coordination of church and school sponsored events.
- Attend select after-hours events and meetings.
- Maintain presence of advancement staff at all relevant STE events as necessary to cultivate the support of the STE community.
- Perform other duties as assigned by the Headmaster.
- Supports STE and its leadership.

**Requirements**

- Bachelor's degree
- Minimum of 5 years relevent experience in development
- Experience in independent schools preferred
- Experience managing a capital campaign a plus
- Exceptional verbal and written communication skills
- Ability to work as a leader and as part of a team
- Keen attention to detail with the ability to multitask
- High degree of comfort and discretion working with confidential information

- Experience with database management, budgeting, preparing reports and familiarity with fundraising software
- Proficiency with Excel and other Microsoft applications. Knowledge of Adobe InDesign a plus
- Conscientious, highly organized, extremely courteous and adaptable
- Professional attitude and appearance
- Grant writing experience
- Enthusiasm for STE and its mission

Qualified applicants please submit a resume and completed application to Carroll Rhoads, Assistant to the Headmaster at [rhoads.carroll@stes.org](mailto:rhoads.carroll@stes.org), or fax: 713-668-3887.