



Position Title: Associate Director of Advancement

Date Modified: October 2021

FLSA Classification: Full-time, non-exempt (salaried)

Reports to: Chief Advancement Officer

Start Date: November 2021

About St. John's Episcopal School:

St. John's is an independent, coeducational Episcopal school serving up to 500 students in grades pre-k through eighth. Located in a park-like setting on 10 acres in East Dallas, the School offers its employees and students a supportive esprit de corps fueled by a common mission – one dedicated to a program of academic excellence designed to train the mind, strengthen the character, and enrich the spirit of each student in a Christian environment. We think of St. John's not just as a school but also as a very special kind of community. We seek to employ people who – regardless of the role they play in the School – understand that they impact the lives of our students, families, and colleagues. The St. John's Code calls us to model honesty and respectfulness in our relationships, responsibility in the performance of our assignments and a caring attitude that extends to all members of our community.

Position Description:

The Associate Director of Advancement is a dynamic representative of the School who is genuinely passionate about St. John's and interested in creating an inclusive environment for our community. This position is required to work closely with other members of the Advancement Team, Leadership Team and a large parent volunteer network to ensure the School is engaging and supporting the interests of the St. John's community.

Key Accountabilities:

- Establishes, cultivates, and maintains meaningful relationships with St. John's parents.
- Works to develop relationships between St. John's Episcopal School and surrounding businesses to partner on community sponsorships.
- Serves as the School's principal liaison for the Parents Association and Booster Club.
 - Offers strategic support, counsel, and motivation to the organizations' co-chairs and committee chairs of annual community-building and fundraising events to provide continuity from year to year.
 - Approves and provides guidance for things such as concept, budget, goals, timeline, etc.

- Such events include but are not limited to: Parents Association Auction (Spring), Booster Club Golf Tournament (Spring), Tailgate/Cornhole Tournament (Fall) and Carnival (Fall).
- Assist with direction of other smaller socials and recognition events as needed.
- Attend monthly Parents Association and Booster Club meetings.
- Coordinates with other staff and the parent organizations on the set up and management of St. John's volunteer management program.
- Works with the Chief Advancement Officer to cultivate, secure, track, and steward community partners and individual donors.
- Researches, develops, and fosters relationships with institutional funders and prospective funders.
- Assists the Chief Advancement Officer in management of the School's annual fund including fundraising, volunteer management, special events, donor stewardship, publications, and reporting.
- Actively manages grant prospecting and grant proposals alongside the Chief Advancement Officer.
- In coordination with the Chief Advancement Officer, manages special events related to any upcoming capital campaigns.
- Serves as a member of St. John's 70th Anniversary Committee, planning and organizing year-long celebration activities.
- Promotes the School's mission statement and philosophy.

Qualifications/Experience:

- Bachelor's degree required.
- Prefer four (4) years of experience in fundraising, a relevant non-profit environment, and/or special events.
- Independent school experience helpful.
- Extremely well organized, detail-oriented individual who has a high energy level and can work with an accompanying sense of urgency.
- Ability to multi-task and balance competing priorities.
- Strong analytical and persuasion/negotiation skills.
- Well-developed interpersonal, written, and verbal communication skills, including the ability to communicate effectively with all constituents in an independent school environment.
- Ability to confidentially manage sensitive information.

Growth Mindset:

- Demonstrate commitment to personal and professional growth.
- Ability to meaningfully receive, reflect on, and apply feedback to one's professional growth.
- Network with peers at other independent and Episcopal schools locally and nationally.
- Attend conferences and professional meetings to remain current on best practices in Advancement.

- Participate in the local and national independent and Episcopal schools accrediting associations.

Physical Requirements and Work Environment:

- Regularly works in standard office conditions and climate.
- Ability to occasionally move items weighing up to 20 lbs.
- Computer proficiency, including Microsoft 365.
- Knowledge of Raisers Edge or similar CRM software.
- Works primarily with adults; Some exposure to students.
- Occasional evening and/or weekend commitments.
- Regularly works in a dynamic environment, effectively dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.

How to Apply:

For questions, more information, or to submit your letter of interest and resume in PDF format, please contact:

Mrs. Chris Patterson, Chief of Staff
cpatterson@stjohnsschool.org
214-328-9131

In our commitment to diversity and equity, St. John's Episcopal School does not discriminate regarding race, color, ethnicity, national origin, sexual orientation, gender, age, genetic information, disability, pregnancy, marital status, religion, military status, and/or any protected category. This commitment extends to our employment, educational, admission, and financial-aid policies, and other school-administered programs.