



Position Title: Director of Development

Date Modified: June 2022

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

Reports to: Chief Advancement Officer

Start Date: July 2022

About St. John's Episcopal School:

St. John's is an independent, coeducational Episcopal school serving approximately 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 Director of Development 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:

- Establish, cultivate, and maintain meaningful relationships with St. John's parents.
- Serve as the School's principal liaison for the Parents Association and Booster Club.
 - Offer strategic support, counsel, and motivation to committee chairs of annual community-building and fundraising events.
 - Such events include but are not limited to: Parents Association Auction (Spring), Booster Club Golf Tournament (Spring), Tailgate/Cornhole Tournament (Fall), and Carnival (Fall).
 - Provide guidance on and approve work such as event concept, budget, goals, timeline, etc.
 - Attend monthly Parents Association and Booster Club meetings.

- Work to develop relationships between St. John's Episcopal School and surrounding businesses to partner on community sponsorships.
- Assist in building Alumni and Alumni Parent initiatives with Advancement Team members.
- Work with the Chief Advancement Officer to create and implement other outreach events/opportunities for constituents and community partners to become involved with St. John's.
- Work with the Chief Advancement Officer to cultivate, secure, track, and steward community partners and individual donors.
- Assist the Chief Advancement Officer in management of the School's annual fund including fundraising, volunteer management, special events, donor stewardship, publications, and reporting.
- Actively manage grant prospecting and grant proposals alongside the Chief Advancement Officer.
- In coordination with the Chief Advancement Officer, manage special events related to any upcoming capital campaigns.
- Serve as a member of St. John's 70th Anniversary Committee, which will include planning and organizing year-long celebratory activities.
- Promote the School's mission and philosophy.

Collaboration and Teamwork:

As Director of Development this person will also support, facilitate, and lead other relevant projects as a member of the Advancement Team.

- Participate in student and faculty technology training and data research projects.
- Establish and maintain productive partnership relationships with colleagues and parents.
- Collaborate with Enrollment Management, Communications, Finance and Operations, Technology, and Academic teams.
- Cooperatively collaborate on small-group/team projects as directed by the Advancement Officer.
- Other duties as assigned.

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.