



**Position:** Director of Development (Full Time)

**Reports to:** Head of School

**Level:** Member of the School Leadership Team (Administration/Senior Leadership)

**Website:** [ssesh.org](http://ssesh.org)

**Location:** Houston, TX

**Start Date:** July 1, 2024.

## WHO WE ARE

Established in 1971 and located in the diverse neighborhood of Montrose in Houston, Texas, St. Stephen's provides a progressive, cohesive, and globally focused education for students 15 months through 8th grade. Using Montessori principles, we encourage our students to become lifelong learners and influential global citizens. Our mission is to nurture each child's academic, creative, and spiritual potential. This mission is supported by a set of core values which foster individuality, service, curiosity, relationships, belief and a commitment to the future.

St. Stephen's is accredited by the American Montessori Society and the Southwestern Association of Episcopal Schools.

## THE ROLE

For a development professional, this is an exciting time to join St. Stephen's. Enrollment growth and a record-breaking 2023-2024 development season have created a surge of positivity and optimism regarding the future of St. Stephen's. As such, the Director of Development plays a strategic leadership role in advancing our mission and leads efforts to articulate and cultivate a culture of philanthropy. The Director of Development is a key strategic partner to the Head of School in all aspects of development, including fundraising (i.e. annual fund, gala, capital campaign, planned giving, donor cultivation, and stewardship).

The school shares a common campus and vision with St. Stephen's Episcopal Church and is about to embark on a multi-million dollar capital campaign to begin the first phase of its master plan. This is an outstanding opportunity to lead efforts that will transform St. Stephen's for generations to come. As such, the Director of Development will

engage all stakeholders including the Board of Trustees, Vestry, staff and faculty, parents, alumni, students, and parish to embody this culture of giving.

The Director of Development is a member of the School Leadership Team (SLT). The SLT works collaboratively to further our mission and includes the Head of School, the Principal, the Director of Finance and Operations, and the Director of Community Engagement, the Director of Enrollment Management, and the Director of Communications. The Director of Development shares administrative support with the SLT. In addition, the Director of Development attends Board of Trustee meetings when invited, is the primary staff member supporting the Development Committee of the Board of Trustees, and may be asked to serve on other relevant committees of St. Stephen's Church and School.

## **DUTIES AND RESPONSIBILITIES**

- Develop and implement both short and long-term advancement plans to meet established goals and objectives;
- Serve on the School Leadership Team, which oversees day-to-day operations of the School and sets strategic goals and planning for the School;
- Support the philanthropic work of the School, including planned giving;
- Working with an outside consultant, design and execute a capital campaign to complete funding for Phase 1 of the Master Plan;
- Write and secure grants to support capital and programmatic needs of the School; lead efforts related to grant administration and renewal;
- Set and achieve, in close collaboration with the Head of School, the Annual Fund goals and comprehensive advancement plan;
- Build a culture of philanthropy to increase alumni and parental support and involvement in the institution;
- Identify and recruit a pipeline of volunteers for leadership positions related to fundraising efforts (PTO committees, room parents, annual fund chairs, board members, parishioners);
- In conjunction with the Head of School, set fundraising goals for which the department is responsible;
- Maintain database of donors;
- Oversee the maintenance of records of contributions and grants and preparation of gift acknowledgement letters to be sent to donors in a timely manner;
- Pull queries and reports from development database as needed for mailings and reporting (e.g., year-over-year giving; matching gifts);
- Participate in budgeting process;

- Working with the Director of Communications and Director of Community Engagement, create coordinated publications, social media and website material to ensure that all materials reflect the culture, mission, and strategic initiatives of the School;
- Collaborate with the Admissions staff on communication materials and marketing strategy;
- Collaborate with the Head of School and counsel on any necessary communications and other work;
- Assists in the planning and execution of School events for the raising of funds and friends;
- Assess the School's current fundraising strategies and make recommendations based on best practices to the Head of School;
- Actively support St. Stephen's Episcopal Church and School missions;
- Perform other duties as assigned by the Head of School;

## **QUALIFICATIONS**

- A minimum of five years of professional development or fundraising experience with a proven track record of consistently reaching fundraising goals;
- Bachelor of Arts degree in a related field;
- Proven ability to lead a successful annual giving campaign;
- Event planning experience, including hosting a successful fundraising gala;
- Deep understanding of how to enhance a spirit of volunteerism and philanthropy;
- Excellent communication skills, both oral and written and ability to inspire others;
- Maintains utmost confidentiality, attention to detail and commitment to excellence;
- Experience with planned giving or a willingness to learn;
- Listens empathetically;
- Experience related to structuring and managing a capital campaign;
- Demonstrated ability to establish and maintain effective working relationships with a variety of stakeholders;
- Familiarity with advancement best practices, preferably in an independent or parochial school setting, including fund development and alumni relations;
- Professional demeanor;
- Demonstrated ability to work independently;
- Experience working with diverse communities and an ability to demonstrate cultural sensitivity;
- Excellent computer skills including Blackbaud, FACTS, Microsoft Office suite and Google suite;

- Commitment to further the missions and visions of St. Stephen's Episcopal Church and School;
- Ability to represent St. Stephen's in the broader community.

## **SALARY/BENEFITS**

St. Stephen's is committed to attracting and retaining outstanding employees through competitive compensation and benefits, including professional development.

## **APPLICATION PROCESS**

The application should include:

- A cover letter explaining your interest in St. Stephen's Episcopal School;
- An updated resume;
- A writing sample, this may include an article for publication or a written piece that demonstrates your skills and expertise;
- Three current references.

St. Stephen's Episcopal School will conduct a thorough background check and a review of each candidate's social media presence prior to finalizing any offer.

Candidates will be evaluated as credentials are received.

For consideration, please send your materials to Dr. Troy Roddy, Head of School, at [troddy@ssesh.org](mailto:troddy@ssesh.org).

*St. Stephen's Episcopal School does not discriminate in its employment decisions or practices on the basis of gender identity, age, race, color, marital status, national or ethnic origin, and/or sexual orientation. St. Stephen's Episcopal School does not discriminate in its employment decisions or practices on the basis of any disability that can be reasonably accommodated in the administration of its educational policies and school-administered programs.*