



EPISCOPAL SCHOOL OF NASHVILLE

Position Statement

Director of Development
Episcopal School of Nashville

July 1, 2025

esnashville.org

Episcopal School of Nashville is a diverse, urban, independent school that nurtures a joy of learning and a spirit of discovery in each student. Through small class sizes and a supportive, inclusive community, we cultivate a place where students feel connected, valued, and empowered to grow intellectually, spiritually, and socially. Conveniently located in East Nashville, we are committed to making high-quality education accessible to families who seek a community-focused school rooted in purpose. Episcopal School of Nashville is where students thrive, families connect, and a lifelong journey of engaged learning begins.

ESN MISSION

Episcopal School of Nashville is a diverse, urban, and independent school dedicated to nurturing the joy of learning and the spirit of discovery in each of our students.

ESN VISION

To shape students who are intellectually, spiritually, and responsibly engaged with the place, community, and world they call home.



Est. 2016

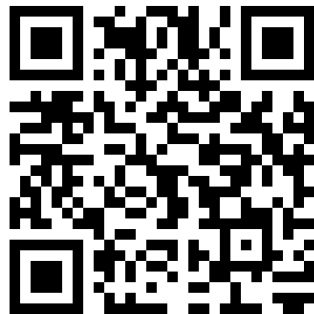
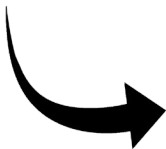
School Mascot:
Purple Martin



School Colors: **Red** & **Blue**



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About ESN



Grades **3K-6**

5:1 student/teacher ratio

17 students in the average class size



127 students enrolled

16 zip codes represented across the greater Nashville area

21 members on the [Board of Trustees](#)

\$1.8 million total giving in FY24

\$1.7 million annual fund goal for FY25

ESN is located in East Nashville in the historic Ross Elementary building in just:

- 2.8 miles from **Downtown Nashville**
- 8.7 miles from **Nashville International Airport**
- 1.2 miles from **Shelby Park**
- 4.7 miles from **Centennial Park in Midtown**
- 12 miles from **Brentwood**

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OPPORTUNITY

Episcopal School of Nashville (ESN) is seeking an experienced, visionary director of development. This is a full time, 12-month position in which the individual would lead the school's development efforts, and play an instrumental role in expanding community engagement and increasing philanthropic support. This role partners closely with the Head of School, Dr. James Jordan, and the Board of Trustees, to develop and implement a strategic, comprehensive fundraising plan. They'll also work with a dedicated major gifts committee, parents, and volunteers to organize and run high-impact annual fundraising events. With a culture that values creativity, diversity, and service, ESN welcomes candidates who share these values. ESN offers a competitive salary commensurate with experience and qualifications, as well as a comprehensive benefits package.

KEY RESPONSIBILITIES

Strategic Fundraising Leadership

- Develop and execute a multi-year fundraising plan to support key priorities, including the annual fund, capital projects, major gifts, and planned giving.
- Establish and achieve annual financial targets with clear goals for unrestricted giving, major donor cultivation, and specific campaign benchmarks to support ESN's growth.
- Implement a robust donor pipeline strategy, focusing on cultivating leadership annual giving. Utilize a structured data driven approach to encourage both renewals and upgrades in donor giving.
- Collaborate with school leadership and the Board of Trustees to ensure alignment between fundraising goals and ESN's strategic priorities.
- Utilize data-driven insights through Raiser's Edge to maintain accurate donor records, analyze giving trends, and optimize donor cultivation, retention, and stewardship strategies.

Donor Relations and Stewardship

- Cultivate, solicit (directly and indirectly), and steward relationships with major donors, foundations, and corporate partners, developing customized engagement plans to deepen their commitment to ESN's mission.
- Increase face-to-face engagement with high potential donors, targeting a high frequency of on- and off-campus meetings to strengthen relationships, especially with first-time and \$1,000+ annual donors.
- Ensure timely, meaningful acknowledgments for all gifts, maintaining a standard of acknowledgment within two business days and personalized follow-up within five days.
- Develop and implement donor appreciation events, personalized thank-you notes, and public acknowledgments to recognize donor impact, aiming to strengthen donor retention and engagement.

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KEY RESPONSIBILITIES, CONT'D

Parent Development, Major Gifts Committees, and Board Engagement

- Work closely with the Parent Development and Major Gifts Committees to guide, support, and coordinate fundraising efforts, fostering active involvement from committee members in fundraising initiatives.
- Provide training and resources to Parent Development and Major Gifts Committees members to improve their confidence and effectiveness in donor interactions, particularly in solicitation and stewardship activities.
- Facilitate Parent Development and Major Gifts Committees meetings with thorough preparation and timely follow up support.
- Serve as the primary liaison between the Parent

Development and Major Gifts Committees, school leadership, and board members, providing regular updates and insights into fundraising performance and opportunities.

- Celebrate volunteer impact during meetings and in personal interactions.

Grants and Proposals

- Research and apply for grants to secure funding from independent and family foundations, corporate sponsors, and other grant-making organizations.
- Collaborate with program staff to develop compelling, mission-aligned proposals that highlight the impact of ESN's work and align with identified funding priorities.
- Track and report on grant applications, maintaining a target success rate and ensuring timely submission of reports as required by funders.

Fundraising and Community Events

- Plan and execute high-impact fundraising events, including "Night Under the Stars" in the fall, and "Purple Martin Palooza" in the spring, to engage donors and elevate community involvement.
- Collaborate with the marketing and communications team to design event marketing strategies, maximizing attendance and contributions.
- Conduct post-event follow-ups with all attendees, summarizing event outcomes and soliciting additional support as appropriate.
- Increase outreach to parents, grandparents, and local community members through targeted events and engagement strategies, establishing these groups as core donor bases.

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KEY RESPONSIBILITIES, CONT'D

Database Management & Reporting

- In collaboration with the Database Administrator, oversee the effective use of Raiser's Edge to maintain accurate, up-to-date donor records, track engagement metrics, and generate reports on fundraising performance and donor trends.
- Regularly analyze donor data and segment audiences to inform strategic decisions and monitor progress across key donor groups.
- Develop a gift pyramid and regular reporting tools to visualize donor segmentation, solicitation status, and progress toward financial goals.

Community Engagement & Relationship Building

- Represent ESN at community events, meetings, and conferences to build awareness and cultivate relationships with local stakeholders, including corporate partners and faith-based organizations.
- Tailor messaging and case statements to resonate with different donor groups, including East and West Nashville communities, and align outreach materials with ESN's vision and mission.
- Work with marketing to produce materials that effectively communicate ESN's unique role, values, and the impact of donor contributions on the lives of students.
- Partner with the admissions team to support continued enrollment growth and the retention of families through intentional support of parents and grandparents.



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DESIRED CANDIDATE PROFILE

Ideal candidates will bring experience in the Middle Tennessee area and/or independent schools, a passion for education, and a commitment to Episcopal values. Key qualifications include:

Professional Background

- Bachelor's degree required; Master's degree preferred, CFRE preferred.
- Proven success in fundraising within educational or nonprofit settings, with a strong understanding of philanthropy, donor relations, annual and capital campaigns.
- Experience working with volunteer boards and committees, with an emphasis on engagement and leadership.
- Proficiency with fundraising software, particularly Raiser's Edge, and the ability to collaborate effectively with a dedicated database administrator.

Leadership and Interpersonal Skills

- Strategic thinker capable of developing and implementing effective fundraising initiatives.

- Skilled communicator and relationship builder with high emotional intelligence and discretion.
- An inspiring leader able to manage, motivate, and support a team, fostering a collaborative and results-oriented work culture.

Personal Qualities

- Able to think big and small, with a focus on details and execution.
- Be a great colleague; able to be an effective senior administrative team member and example to the rest of the faculty and staff.
- Committed to advancing ESN's unique role in education and fostering community values.
- Energized by the opportunity to make a difference in the lives of Nashville's youth.

APPLICATION PROCESS

Episcopal School of Nashville invites passionate and qualified candidates to apply for the Director of Development position. Interested candidates should submit a comprehensive resume and cover letter to Head of School Dr. James Jordan at james.jordan@esnashville.org. In the cover letter, candidates are encouraged to describe how their skills and experiences align with the goals of the Director of Development role and the mission of ESN.

Applications will be accepted until **January 12, 2025**.
Contact james.jordan@esnashville.org with questions.
Visit our website at www.esnashville.org to learn more.