



Saint Stephen's Episcopal School

DIRECTOR OF ANNUAL FUND

Bradenton, FL

START DATE: July 1, 2024

SCHOOL OVERVIEW

Saint Stephen's Episcopal School is a private college preparatory school affiliated with the Episcopal Church.

It is located in Bradenton, Florida. Founded in 1970, SSES has 650 students in grades Pre-K3 through 12.

SUMMARY OBJECTIVE

The Annual Fund Director provides overall strategy, leadership, and direction for the Saint Stephen's Annual Fund (AF). The Director works closely with the Director of Development (DoD) to oversee and grow the AF, with a three-year goal to double the total amount raised in FY 2023-24. The AF Director will also coordinate with the Director of Alumni/ae Affairs to develop closer connections between Saint Stephen's graduates and the school, particularly among recent graduates (those who have graduated since 2013). The AF Director manages all aspects of the AF, including identification, cultivation, and solicitation, and acknowledgement of gifts and will also maintain a portfolio of leadership AF prospects. In addition to their AF responsibilities, the AF Director will assist the DoD in identifying potential major gift prospects and will support fundraising for our Community Partners program, as well as the solicitation of sponsorships for major school events. Travel within and beyond the greater Manatee-Sarasota will be required.

ESSENTIAL DUTIES:

- Oversee the AF under the direction of the DoD, including: planning, solicitation, and tracking, and gift acknowledgement.
- Work with the Head of School (HoS) and DoD on ways to increase community understanding of the purposes of the AF.
- Coordinate with the Parents Association (PA) Class / Division Representatives to create a strategy for parent-to-parent communication and solicitation.
- Work directly with the administrative assistant to track and acknowledge all AF gifts.
- Work with the Head of Alumni Affairs to Identify Class Agents / AF Ambassadors for each Saint Stephen's class since 2013 to help peer-to-peer solicitation for the AF.
- Oversee the graduating class's "class gift" and 5-year AF pledge.
- Maintain a portfolio of leadership AF donors.
- Help identify major gift prospects
- Coordinate with the HoS and CFO to identify a small number of budgeting-relieving asks from leadership AF donors.
- Coordinate with the Director of Strategic Communications to develop appropriate marketing materials for the AF campaign.
- Represent the Development Office and AF at PA and other community events.
- Work with the DoD and Director of Strategic Communications to identify, solicit, and close gifts for our Community Partners program.
- Work with the Parent Relations Coordinator and DoD to identify and help solicit event sponsorships.
- Attend Development & Community Outreach Meetings.
- Attend on-campus and off-campus events, as appropriate.



QUALIFICATIONS:

- BA / BS in a related area.
- Experience with and enthusiasm for non-profit fundraising, particularly annual funds and capital campaigns.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent interpersonal skills, ability to connect with people.
- Previous experience and / or willingness to be trained on Raiser's Edge (RE) or other fundraising databases.
- Strong written and verbal communication skills.
- Ability to collaborate and work effectively on teams.
- Ability and willingness to manage confidential information.
- Strong organizational skills, ability to track and manage details and competing deadlines.
- An understanding of the culture and operations of school communities.
- A proactive approach to strategic work and the ability to self-manage.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to sit at computer and keyboard for moderate periods.
- Mobility sufficient to move about the campus.
- Sight and hearing adequate to perform the duties of the job, ability to communicate clearly.
- Ability to lift and carry up to 40 pounds on occasion.

HOW TO APPLY

Saint Stephen's Episcopal School has partnered with Dovetailed on this search. Interested candidates should email a cover letter (addressed to Director of Development Elizabeth Krupnick), a resume, and a list of at least three professional references consolidated as a single PDF document to Madison Sunley, Recruiter, at madison@dovetailedsourcing.com.

