

Comprehensive Campaign Director

St. Stephen's Episcopal School, a day and boarding school of 690 students (grades 6-12), is seeking a Comprehensive Campaign Director. With the most ambitious comprehensive campaign in the history of the school on the horizon, the school has retained campaign counsel and is in the feasibility study process, and the Board of Trustees anticipates a vote of campaign goals at its December 2022 meeting. The Advancement team is focused on an increased volume of visits, particularly to alumni, for intentional conversations about the exciting future of St. Stephen's made possible through the campaign as well as the school's plans to celebrate its 75th anniversary. A new assistant director of alumni relations position has been recently created to support deepening and broadening alumni engagement opportunities.

This newly created Comprehensive Campaign Director position reports to the Director of Advancement and will work to ensure all aspects of the advancement program and comprehensive capital campaign move forward to successful completion. Key responsibilities include campaign planning and implementation, the creation of print and digital campaign material and the organization and support of campaign volunteers. A leader on the Advancement Team, the Campaign Director sets the campaign tone as directed by the Director of Advancement, Head of School, Board of Trustees, and campaign counsel and works in concert with the other members of the team on all fundraising efforts.

Communications:

- Writes, develops, edits and oversees digital and print materials for the advancement office in support of the campaign, including 75th anniversary celebration, annual giving, donor proposals, stewardship reports, gift agreement templates, event and meeting briefings, solicitation support documents, and campaign correspondence;
- Coordinates design and production with St. Stephen's MarCom team and outside vendors;
- In partnership with Director of Advancement, Head of School, and Campaign Counsel, creates the case for support, case statement, and accompanying documents;
- In concert with the 75th anniversary steering committee and working closely with Director of Alumni Relations, assists with the development and implementation a anniversary plan and related materials;
- Drafts correspondence on behalf of the Head of School, Director of Advancement, and campaign leadership;
- Oversees Director of Advancement Operations in campaign prospect and foundation research, and writes grant proposals to appropriate foundations and corporations;
- Serves as a training resource to educate team members on persuasive writing and best practices for both print and electronic communications

Reporting:

- Oversees day to day campaign operations including coordination of the follow up efforts of the Advancement team and Campaign steering committee, arrangements and notifications for meetings;
- Ensures that gift officers and campaign volunteers complete visit reports and send follow up materials (thank yous, proposals, reports, etc) in a timely manner;
- Collaborates with Director of Advancement Operations to design campaign status reports regarding campaign progress and goals for Board of Trustees, Head of School and senior staff. Evaluates progress towards goals and recommends revisions to the fundraising plan as needed to meet and exceed goals;
- Provides regular progress reports to Director of Advancement;
- Monitors and reports on campaign budget to Director of Advancement, Head of School, and Chief Financial Officer;
- Oversees implementation of campaign gift counting and recognition guidelines;
- Schedules meetings for Director of Advancement, Head of School and Campaign Counsel as needed;
- Maintains the campaign calendar, ensuring that it is coordinated with the school calendar;
- Working in partnership with the Director of Advancement Operations, manages all campaign gift correspondence, including timely acknowledgements, pledge payment reminders, pledge agreement, Memorandums of Understanding and prepares and submits reports as required to granting foundations and institutional donors;
- Working closely with the Director of Advancement Operations, manages prospect lists, prospect research, prospect tracking, solicitation timeline.

Volunteer/ Event Management and Donor Engagement:

- Schedules, attends and supports all meetings of the 75th anniversary, Campaign steering and Trustee Advancement committees, including preparation of agendas, supporting materials and coordination of any follow-up activities;
- Devises and directs cultivation and stewardship events for the campaign, including call to conversation events, donor acknowledgement and naming opportunities, groundbreaking, site visits, tours and dedication ceremonies;
- In concert with Advancement and International Office colleagues, develops and expands philanthropic efforts with international constituencies;
- Partners with school staff and volunteers in creating and implementing donor engagement opportunities;
- Conceptualizes, attends and supports campaign events as needed;
- Other duties as assigned by Director of Advancement.

The most competitive candidates will offer most or all of the following qualifications:

Professional Qualifications

- A bachelor's degree and five to seven years of professional fundraising experience, with a focus on campaigns or major gifts;
- Independent school, college or university experience preferred;
- Exceptional verbal and written communication skills;
- Excellent interpersonal, analytical and organizational skills, and ability to prioritize and execute responsibilities in the face of competing priorities and deadlines;
- Demonstrated experience in producing campaign materials;
- Success in managing campaign budgets;
- Experience in special event planning and volunteer management;
- Experience with fundraising databases; Raiser's Edge preferred;
- Experience with design and implementation of campaign or large-scale project reporting
- A demonstrated ability to work independently and as a collaborative team member;
- Ability to handle complex situations with professionalism, poise, maturity and flexibility;
- Ability to handle confidential information with discretion and integrity
- Ability to travel, to work flexible hours as necessary, including evenings and weekends for special events, meetings or other commitments;
- Desire to be a part of and engage in the life of the School;
- A clear understanding and commitment to St. Stephen's culture that celebrates diversity, equity and inclusion.

About St. Stephen's Episcopal School

St. Stephen's Episcopal School is a coeducational boarding and day school that was founded by the Episcopal Diocese of Texas in 1950. It is a caring, diverse community, inclusive of all faiths and grounded in the Christian tradition, which nurtures moral growth and values the potential and dignity of every human being. St. Stephen's challenges motivated students to live intelligently, creatively and humanely as contributing members of society. The school develops the whole person within a balanced program of academics, athletics and the arts. Students also participate in a wide variety of clubs and organizations, outdoor education and recreation programs, service learning activities and study abroad opportunities.

In accordance with our founding mission, St. Stephen's Episcopal School infuses diversity, equity, and inclusion practices in everything we do, from admission policies, curriculum, and professional development to our hiring practices. We seek qualified candidates who are committed to these values and ready to work in community to create a more just society. We celebrate every individual, recognizing that our unique stories, histories, and voices are essential to creating a vibrant living and learning space. As such, we strongly encourage people with diverse backgrounds, perspectives, and identities to apply to become members of our community.

Equal access to employment, programs, and services is available to all. With respect to its employment practices, St. Stephen's Episcopal School does not discriminate on the basis of race, religion, gender or gender identity, national origin, disability, age, or sexual orientation or identity.

