



St. Michael's Episcopal School

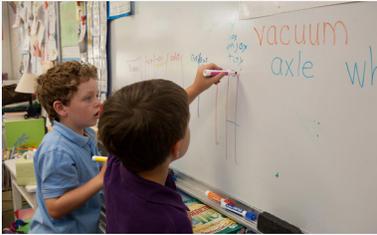
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Director of Development

OUR MISSION

St. Michael's Episcopal School strives to provide children with superior academic instruction in an environment that acknowledges and develops Christian values.



About St. Michael's Episcopal School

Established in 1957 by St. Michael's Episcopal Church, St. Michael's is accredited by the Virginia Association of Independent Schools (VAIS) and a member of the National Association of Independent Schools (NAIS). The kindergarten through eighth grade co-educational school draws approximately 370 students from 30 different zipcodes from Richmond City and the surrounding counties of Henrico, Hanover, Goochland, Chesterfield and Powhatan.

The Opportunity

The *Director of Development* will develop, deploy, and manage strategies for the cultivation, solicitation, and stewardship of donors as the School's chief fund- and friend-raiser. The *Director* will oversee the Annual Fund, annual philanthropic events, the development of a new constituent relationship management system, and will serve as a primary liaison to the Parents Association. The *Director of Development* will be responsible for planning and executing a long-term vision for development at St. Michael's, including capital campaigns, a planned giving program, and expanded alumni/friend engagement efforts.

The *Director of Development* will join the St. Michael's community at an exciting time in the school's history. After extensive feasibility studies and in fulfillment of the 2013-2017 Strategic Plan, the Board of Directors resolved that moving the current Lower School to the scenic forty-five acre W.E. and Dale Harman Singleton Campus best serves the School's mission. A recent Groundbreaking Ceremony for the new Lower School building was held in conjunction with a festive 60th anniversary celebration and the launch of the school's **One. Together.** Capital Campaign. The *Director of Development* will provide strategic oversight for fundraising activities and will ensure the current capital campaign is successful and that efforts align with a long-term vision for the St. Michael's Episcopal School's development program.

Richmond, Virginia

Richmond is the capital of Virginia, with a population of just under 1.3 million residents. The city's rich history and mild climate make it a popular destination for tourists and a desirable hometown for residents. Richmond is home to several Fortune 500 companies in addition to its well-established legal and banking industries. Institutions of higher learning include the University of Richmond and Virginia Commonwealth University. Residents take advantage of a vibrant cultural center filled with museums, art galleries, and theaters, as well as the nation's oldest municipal park system. Running through the heart of Richmond, the James River provides countless opportunities for scenic outdoor activities.



For more information, please contact

Dr. George E. Conway
President

Independent Educational Services

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434.253.4400

To Apply

Please provide Letter of Interest, full resume, and contact information for at least three professional references to:

smes-development@ies-consulting.org

Professional Qualifications of a Successful Candidate

- Bachelor's degree
- Leadership in successful fundraising. Strong candidates will have substantive work in development including experience growing an Annual Giving donor base and a track record showing increasing success in raising Annual gifts.
- Experience with event planning and participant conversion (Friend-to-Donor)
- Participation in a successful Capital Campaign at a senior level
- Evidence of continuing philanthropy education

Personal Characteristics of a Successful Candidate

- Love of schools and a commitment to being a visible presence in the life of St. Michael's
- A commitment to inclusive faith-based education as articulated by the National Association of Episcopal Schools (NAES)
- Externally oriented
- Engaging personality
- Evidence of being highly organized and deadline oriented
- Excellent written and verbal communication skills

