



ST. ELIZABETH'S SCHOOL

OVERVIEW

An intentionally inclusive K-8 school, [St. Elizabeth's School](#) seeks candidates who are interested in and committed to equity, inclusion, and social justice. People of color and members of other underrepresented groups are encouraged to apply. An Equal Opportunity Employer, St. Elizabeth's School is committed to being an environment in which all people are respected and valued. As such, discrimination in any form, such as that based on race, religion, ethnicity, gender, gender identity, sexual orientation, age, or socio-economic status will not be tolerated. The school actively works to acknowledge, respect, and celebrate the individual and common threads of our humanity.

DEVELOPMENT MANAGER [FULL-TIME]

St. Elizabeth's School, an intentionally inclusive K-8 school in northeast Denver, seeks a Development Manager to join with the Director of Philanthropy in raising funds to support our mission and our students.

Reports to: Director of Philanthropy

Job Summary

St. Elizabeth's School is entering the second year of a three year growth initiative and has increased its annual fundraising by approximately 50% to support our growing student population, our people and our programs. This is a very exciting time to join a school with a unique and compelling mission. The Development Manager will work in collaboration with the Director of Philanthropy to ensure St. Elizabeth's School achieves its annual fundraising goals. Specifically, the Development Manager will be responsible for executing many aspects of donor cultivation, solicitation and stewardship, as well as writing grant proposals and reports, managing fundraising events, and maintaining donor records. This position has the opportunity to engage directly with donors, as well as, develop systems for meaningful stewardship.

While St. Elizabeth's is an independent school, our fundraising strategy is similar to a community-serving organization than a traditional independent school. The majority of our fundraising is achieved through relationships with donors throughout the greater Denver community as opposed to our direct school community.

Essential Duties and Responsibilities

Fundraising and Donor Relationships and Stewardship

- In collaboration with the Director of Philanthropy, assist in the development of fundraising strategies to achieve revenue goals and enliven and execute major donor stewardship plan: donor recognition, including school tours, mailings from students, newsletters, phone calls and notes from HOS and BOT, as well as other donor appreciation activities
- Create and execute donor cultivation and engagement activities for various donor segments

- (families, grandparents, new community donors, etc)
- With Director of Philanthropy engage with the Development Committee in strategic efforts to reach fundraising goals
- Execute year-end mailings for LYBUNT donors
- Assist with the creation of the Annual Report design and content

Events

- Manage all aspects of the planning and execution of annual fundraising event(s) including:
 - Overall, work effectively with Development Committee to ensure successful event
 - Work with Board members and Development Committee to invite guests and solicit event sponsorships
 - With graphic designer create Save the Date and Invitation
 - Work with vendors, i.e. venue and catering company, on all event logistics
 - Manage event budget
 - With Director of Philanthropy, create event programming
 - Oversee production of video to be shown at event
 - Oversee production of event collateral including donation forms, programs, etc.
 - Execute post-event follow-up
- Plan and execute other events as determined by the Development Team and Head of School in accordance with the fundraising plan (i.e. 101 lunches, growth initiative related events, vision dinners, etc.)
- Execute CO Gives Day and other online fundraising efforts

Grants

- Research, write and submit grant proposals, letters of inquiry, and reports for foundations and corporations
- Follow through with program officers as appropriate
- Manage grants calendar

Data Management and administrative duties

- Implement and guide data transfer of records to new school CRM
- Track donor engagement and donation records in donor management database
- Research and analyze donor data to identify trends, opportunities and strategies for prospecting, segmentation, and targeted fundraising
- Reconcile donations with Director of Finance monthly
- Create reports for Director of Philanthropy, Development Committee and Board
- Create and send tax acknowledgement letters, and maintain files and records
- Performs other duties as assigned by the Director of Philanthropy
- Update website and CRM with current development language

Learning and professional development

- Stay informed about best practices in fundraising and nonprofit management, contribute ideas for improving effectiveness

Qualification Requirements

- Committed to the mission and values of St. Elizabeth's School
- Bachelor's degree
- 3+ years experience in development/fundraising or related administrative work
- Positive attitude and an ability to work independently, manage multiple tasks simultaneously, and

meet deadlines

- Experience working with a CRM or fundraising software
- Excellent written communication skills—some grant writing experience preferred
- Proven ability to work in a team environment, develop effective interpersonal relationships, and provide superior customer service
- Attention to detail and excellent organizational skills
- Commitment to maintaining confidentiality
- Competent data entry skills with ability to input information accurately; prepare and maintain detailed records, tax acknowledgement letters, files, and reports

Salary Range

\$52,000-62,000

Benefits

Eligible employees at St. Elizabeth's School are offered a wide range of benefits, including:

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| 403(b) Retirement Savings Plan | Life Insurance | Direct Deposit |
| Health, Dental, and Vision Insurance | Holidays | Jury Duty Pay |
| Health Savings Account (HSA) | Sick/Personal Leave | Professional Development |
| Long-Term Disability Insurance | Administrative Leave | Computer Purchase Program Free |
| Short-Term Disability Insurance | Bereavement Leave | Aftercare |
| | Vacation Leave | |

How to Apply:

To apply, please provide the following **by April 26, 2024**:

1. Cover letter addressed to Kelly Church, Director of Philanthropy
2. Resume
3. List of three references with contact information

Non-discrimination Statement

St. Elizabeth's is committed to building a diverse, equitable and inclusive educational community and does not discriminate on the basis of age, race, religion, gender, gender identity, sexual orientation, or national or ethnic origin.