



ST. ELIZABETH'S SCHOOL

OVERVIEW

[St. Elizabeth's School](#) seeks a **Director of Philanthropy** for the 2023–2024 school year. St. Elizabeth's School is a K–8 Episcopal school in Denver founded on the principles of equity, belonging, and excellence, and that a family's current financial circumstances should not dictate a child's future. People of color and members of other underrepresented groups are encouraged to apply. As 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.

DIRECTOR OF PHILANTHROPY [FULL-TIME]

Job Summary

The Director of Philanthropy is responsible for developing and overseeing a comprehensive fundraising strategy, building and maintaining strong relationships with donors, and overseeing the annual fund in conjunction with a robust Capital Campaign. St. Elizabeth's is undertaking a phased Capital Campaign and qualified applicants will have previous experience in the design and implementation of a Capital Campaign effort, including the cultivation and solicitation of leadership gifts during the Silent Phase. This role reports to the Head of School.

Essential Duties and Responsibilities

- Establish and execute a comprehensive fundraising strategy to achieve goals across: Annual Fund (current goal \$1.5 million), Capital Campaign (current working goal \$4 million), Endowment, Planned Giving, and Special Projects.
- Collaborate with the Head of School, Board of Trustees, and Development Team to set fundraising goals, develop messaging, and train spokespeople.
- Cultivate, steward, and solicit major gifts from individuals, foundations, and corporations
- Design and implement fundraising programs and events to engage donors and the broader community.
- Identify corporate and foundation funding opportunities.
- Prepare and manage a budget for the development office, including forecasting and tracking to fundraising goals with pledges and anticipated timing.
- Provide regular progress reports to the Head of School and Development Committee including an annual report to the community.
- Work with the Board of Trustees to engage them as ambassadors of St. Elizabeth's School
- Serve on the Leadership Team and as an ex-officio member of the Board of Trustees, attending school functions and events, fostering a culture of philanthropy, and advocating for the school's mission.
- Ensure all fundraising activities are executed with the highest ethical standards and in compliance with federal and local regulations and policies.

Qualification Requirements

- Bachelor's degree in a relevant field such as philanthropy, non-profit management, or marketing.
- A minimum of 8 years experience in fundraising and community engagement.

- A proven track record in achieving annual development goals exceeding \$1 million and in securing major gifts from individuals and foundations.
- Excellent interpersonal skills including communications and relationship building.
- Strong strategic thinking, planning, and project management skills.
- Knowledge of fundraising best practices including donor stewardship, annual fund campaigns, Capital Campaigns, endowment, and planned giving.
- Ability and excitement to work collaboratively with school leadership, Board of Trustees, donors, and other stakeholders.
- Passion for education and commitment to diversity, equity, and social justice.

Salary Range

\$108,000–130,000

Benefits

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

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

How to Apply:

To apply, please review our [website](#) and [Inclusive Language Guide](#). **This position will remain open until filled.**

1. Cover letter addressed to Adriana Murphy, Head of School
2. Resume
3. List of three references with contact information, at least one of which is a supervisor

Email the above to: amurphy@sesden.org

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.