



JK – 8, Co-Ed, Day

**Director of Development Search**

**July 1, 2024**

San Antonio, Texas



Lead Consultant  
**Tim Viands**

# School Overview

St. George Episcopal School was founded in 1954, and originally known as the Pilgrim School. In 1972, the school was invited to come to the current campus in Castle Hills and became the St. George Episcopal School. St. George is located in the city of Castle Hills within the heart of San Antonio, Texas. The school is fully accredited by the Southwestern Association of Episcopal Schools. They are a member of the National Association of Independent Schools, the National Association of Episcopal Schools, and the Texas Private Schools Association.



## The School's Program

Since the school's founding in 1954, St. George has stayed true to their core values of exceptional academic preparation offered in an inclusive Christian community that fosters love and respect for God, self, and others. Their rigorous academic programs features a continuum of traditional and innovative learning experiences that challenge students to think, learn, and act.

The St. George program is rigorous, accelerated, and student-centered. It serves a variety of learning styles, encourages the development of leadership skills, and is designed to support and nurture the academic, social, emotional, and spiritual growth and development of each student. At St. George, the emphasis is on providing an excellent education for students who are focused and motivated to learn. St. George teachers are skilled at meeting students where they are in order to optimize learning and growth for every child.

# The Position

The Director of Development leads the the fundraising efforts of the school and works collaboratively with the Director of Enrollment Management and Community Engagement on marketing, advancement, and strategy efforts to support St. George.

First and foremost, the successful candidate will need to embrace the St. George Episcopal School mission, Episcopal identity, and values.

Key responsibilities:

With respect to the school program, the Director of Development:

- develops methods and strategies to ensure the advancement of the school;
- develops and implements methods and strategies to effectively market the school internally and externally in collaboration with the Director of Enrollment Management and Director of Community Engagement;
- develops and implements methods and strategies to raise funds to benefit the operational needs and long term goals of the school;
- works with various community constituents to coordinate and produce internal and external communications related to marketing and development;

With respect to parents, the Director of Development:

- serves as a primary school contact for school families regarding the Golf Classic, Spring Fling Gala and other events as assigned;
- Works closely with the PTO
- serves as the development liaison between school and donor community;
- Leads with alumni relations and outreach;
- works to develop programs that support parents and students;

With respect to students, the Director of Development:

- assists with admission and recruitment efforts;
- maintains patterns of discipline in accordance with written procedures and school philosophy;

With respect to the School, the Director of Development:

- actively encourages, strategizes, develops and assists in ways that foster positive academic, social, emotional, spiritual, and physical growth and development;
- attends all school meetings;
- attends required special events;
- follows school rules and board policies.

With respect to the Head of School, the Director of Development:

- reports directly;
- provides executive assistance and support as needed;
- serves as Board liaison;
- keeps the Head of School informed of events across the community;
- serves on the Leadership Team;
- attends Board of Directors meetings as requested;

# Opportunities & Priorities

## Background:

St. George Episcopal School completed a very successful capital campaign in 2016, with the construction of the Devlin Middle School Building, The Leadership Center, and an enclosed courtyard at the center of campus. This is an exciting time for the next Director of Development to work with an inspiring and collaborative Head of School and his collaborative and very collegial leadership team to build upon St. George's philanthropic successes and the next steps.

## **Grow the Capacity of Overall Giving**

The next Director will grow the capacity of overall giving, including annual giving, in-kind donations, endowment giving, and capital giving.

## **Build the Foundations of the next Capital Campaign**

The last capital campaign was successfully completed in 2016, with the Devlin Middle School Building, the Campus Courtyard, and the Leadership Center. In the coming years, the school will be completing a new campus master plan and a subsequent capital campaign. The next Director will begin laying the groundwork for these endeavors.

## **Strategic Outreach**

The next Director will create a strategic roadmap about how to talk and communicate the top priorities of St. George to the various segments of the community.

## **Relationship Building**

The next Director will build upon established relationships and create new ones with all segments of the St. George community, including current / past parents, grandparents, alumni, current / past board members, and community members.

## **Develop The Advancement Team**

The St. George Advancement Team consists of the Director of Development, the Director of Enrollment Management and the Director of Community Engagement. The Director will be an integral piece of the development of this collaborative team.

## **Provide Campus Master Planning Expertise**

Ideally, the next Director will have experience and expertise in campus master planning and capital campaigns, and be vital in these upcoming major projects.

# The Profile of the next Director of Development

The ideal candidate will possess the following competencies and should be able to respond to them in their cover letter.

Collaborative & Collegial

Strong Written & Oral Communication

A Storyteller

A Relationship Builder & Highly Relational

High Emotional Intelligence

Technological Fluency

A Team Player

Independent School Fundraising Acumen

Customer Service

Drive & Ambition

Organized & Efficient

Capital Campaign Experience (Preferred)

Campus Master Planning Experience (Preferred)

## To Apply

Application Deadline: April 1, 2024

*Please note that strong candidates may be considered before the application deadline.*

Candidates should send a current resume, cover letter specific to this opportunity statement and a list of five professional references to:

Tim Viands

President, IndySchool Consultancy

[tim@indyschoolconsultancy.com](mailto:tim@indyschoolconsultancy.com)

For more information, contact Tim Viands at [tim@indyschoolconsultancy.com](mailto:tim@indyschoolconsultancy.com)

## Compensation & Benefits

The salary for the Director of Athletics will be competitive and commensurate with experience.

### Benefits Include:

- Health Insurance
- 403B: School Contributes 5%, Employee can contribute 4%, and the school will match that 4% (total up to 13%)
- A Competitive Tuition Remission Package for Eligible Children
- Professional Development Allowance
- Relocation Assistance, Negotiable



**For inquiries,  
contact us.**

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