

# St. Luke's Episcopal School

Baton Rouge, LA

**POSITION:** Development Director

**ACCOUNTABLE TO:** Head of School

**PURPOSE:** The Development Director is responsible for the day-to-day operations of the Development Office whose purpose is to develop support through service and gifts.

**TERMS OF EMPLOYMENT:** 12 months

**PRIMARY DUTIES AND RESPONSIBILITIES:** Include but are not limited to the following.

1. The Development Director promotes consistent annual giving, occasional capital campaigns, employee matching gift program, and deferred giving through bequests and living trusts pursuant to strengthening the school's Episcopalian identity.
  - Oversees and coordinates the Annual Giving Campaign.
  - Solicits volunteer leadership for Annual Giving Campaign.
  - Coordinates production of promotional campaign materials.
  - Coordinates special events associated with the Annual Giving Campaign.
  - Receives and tracks campaign donations through Development Office
  - Prepares and mails gift acknowledgments.
  - Produces Annual Giving Campaign electronic newsletter.
  - Reports campaign progress and results to the school board.
  - Coordinates school participation in capital campaigns.
  - Submits, receives, and tracks employee matching gifts.
  - Communicates school policy for handling and investing of charitable bequests.
  - Administratively supports the Development Committee.
  - Administratively supports the Institutional Advancement Committee.
2. The Development Director sustains awareness of the school within the community and St. Luke's Episcopal Church parish through public relations
  - Contacts local newspaper and television stations with special events.
  - Takes and sends photos of special events to local magazines, newspapers and Diocesan publications.
  - Represents school when serving on various community-wide committees.
  - Coordinates month school update presentations to St. Luke's Church.
  - Produces and distributes the Annual Report of Gifts.
3. The Development Director is responsible for maintaining an alumni database and serves as a liaison between all parent organizations and the administration.
  - Tracks progress of alumni.
  - Sustains communication with alumni through social media and other avenues.
  - Attends Parent Guild fundraising committee meetings.
  - Serves as consultant to the Parent Guild Executive Committee.
  - Coordinates fundraising events not sponsored by the Parent Guild.