



SAN ANTONIO ACADEMY OF TEXAS

Position Title: Director of Development

Reports To: Associate Head of School for Advancement

DESCRIPTION

San Antonio Academy, a leading pre-K through 8th grade boys independent school, is seeking applicants for the position of Director of Development. This opportunity will build upon a well-established development and constituent relations program to promote a culture of philanthropy and increase philanthropic support of the school.

Reporting to the Associate Head of School for Advancement and a member of the Advancement team, the Director of Development will help build a comprehensive development program, foster a robust Annual Fund program, and strengthen constituent engagement with parents, alumni, grandparents, and other members of the school community.

San Antonio Academy of Texas offers an exceptional education intentionally crafted for boys pre-kindergarten through 8th grade. At SAA, all employees, regardless of the role they play in the school, support the school's mission and live the school's motto: *Be honest. Be kind. Be the best you can be.*

ESSENTIAL JOB FUNCTIONS

- Help create and execute strategies for a comprehensive, wide-reaching development program that includes annual, major gift, capital, and planned giving components, in alignment with the school's strategic plan.
- Lead the development team.
- Manage a portfolio of 25-50 major gift prospects.
- Identify, recruit, train and manage volunteers, board members, and staff for fundraising activities and events.
- Research, identify and develop cultivation strategies for potential donors.
- Develop programs to engage alumni in the life and future of the school through both relationship-building efforts and fundraising efforts.
- Support and manage alumni volunteers as they engage in the mission of the school.
- Create and manage programs to engage grandparents in the life and future of the school through both relationship-building efforts and fundraising efforts.
- Support and manage grandparent volunteers as they engage in the life of the school.
- Help the Head of School and the Associate Head of School for Advancement make timely cultivation steps.

- Assist with event planning and coordination.
- Work with Advancement teammates to further the mission and brand of The Academy.
- Maintain detailed records, pull accurate donor and prospect lists, utilize data in decision-making, and produce accurate progress and benchmarking reports.
- Supervise the creation and delivery of the Annual Report publication.
- Work with the Director of Communications to manage email marketing campaigns and email communications for development events and projects.
- Assist with management of the fundraising events software and forms on the school website related to online giving and special event registration.

NATURE OF SUPERVISION

A moderate to high decision discretion is permitted. Overall guidelines are provided on a project basis, and this position exercises independent judgment to perform tasks within these guidelines without supervisory approval.

PLANNING AND PROBLEM SOLVING

This position must prioritize work assignments using planning and time management skills including, but not limited to, task lists and timelines. Is required to solve highly complex problems. Must identify and escalate larger issues to the Associate Head of School for Advancement for guidance on resolution.

IMPACT

This position will build upon a well-established, robust development program to continue to promote a culture of philanthropy and increased philanthropic support of the school.

EDUCATION AND EXPERIENCE

- Bachelor's degree required
- A minimum of three years of progressively responsible professional experience in development and fundraising
- Excellent written, oral, and interpersonal skills; demonstrated personal solicitation experience and success
- Strong computer skills and knowledge of database research and maintenance; proficiency with Raiser's Edge NXT or other donor management software is a plus
- Previous experience managing budgets is a plus

COMPETENCIES

Align with Strategy - Evaluates internal and external environment to develop communication strategy in alignment with the San Antonio Academy vision. Evaluates and pursues initiatives, opportunities and priorities consistent with the vision.

Plan and Execute - Set the objectives, sequence, timeline, interdependencies, and contingencies for projects and initiatives; and execute effective work processes and practices to ensure achievement of San Antonio Academy's communication goals.

WORK ENVIRONMENT

The majority of job duties are conducted indoors in a quiet standard office environment, with little or no exposure to hazards. Work involves the frequent use of general office equipment such as calculator, keyboard, copier, and

telephone. The position may also require the staff member to lift, carry, move and push up to 25 pounds, stand, bend and squat for prolonged periods. This position will not require extended travel. Sporadic travel for training purposes and the like may be required. This position may periodically require work on Saturdays and/or Sundays.

HOW TO APPLY:

Please send a letter of interest, resume, and contact information for three professional references via mail or email to:

John C. Carr, Associate Head of School for Advancement
San Antonio Academy
117 East French Place
San Antonio, Texas 78212

jcarr@sa-academy.org

No phone calls please.

Applications are considered as they are received, and the position is open until filled. Incomplete applications will not be considered.

The Academy is firmly committed to treating applicants for employment according to their experience, talent, and qualifications for the job, without regard to race, religion, color, national origin, sex, sexual orientation, age, or disability (if otherwise qualified to do the job). Our policy in this regard covers all employment decisions, including recruitment, hiring, placement, promotions, transfers, layoffs or terminations, rates of pay, employee benefits, and selection for training.