



# ST. ANDREW'S

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## EPISCOPAL SCHOOL K-I2

### CAPITAL CAMPAIGN COMMUNICATIONS & STEWARDSHIP MANAGER

#### OVERVIEW OF POSITION

St. Andrew's Episcopal School seeks a creative and strategic Capital Campaign Communications and Stewardship Manager to lead the development and execution of compelling campaign communications. This key role is responsible for producing high-quality marketing collateral, donor stewardship reports, campaign website updates, and social media content to ensure consistent and engaging messaging throughout the fundraising campaign for the new Middle School and STEM Center and additional building projects. The ideal candidate has exceptional storytelling abilities, strong design and digital media skills, and a passion for education and philanthropy.

This is an in-person, critical role in a fast-paced Advancement Office with a family-first mentality and a collegial team environment. Remote work is permitted in June and July.

#### **Duties & Responsibilities:**

- In tandem with the Director of Advancement, develop and implement a comprehensive communications plan to support the capital campaign, ensuring alignment with the school's brand and fundraising priorities.
- Design and produce marketing materials, including brochures, impact reports, donor proposals, newsletters, and digital content.
- Maintain and update the campaign website, ensuring fresh and engaging content that reflects campaign milestones and donor impact.
- Create and manage social media campaigns across multiple platforms to generate enthusiasm and engagement for the campaign.
- Capture and edit high-quality photography and visual content to enhance donor storytelling and campaign materials.
- Oversee donor stewardship communications, including recognition opportunities, and impact updates.
- Collaborate with the Advancement team, school leadership, and campaign volunteers to ensure a cohesive and inspiring campaign message.
- Monitor and analyze engagement metrics to assess the effectiveness of communication strategies and make data-driven adjustments.

## Qualifications:

- Bachelor's degree in communications, marketing, journalism, or a related field.
- 5+ years of experience in nonprofit, education, or capital campaign communications preferred.
- Proficiency in Adobe Creative Suite (InDesign, Photoshop, Illustrator) and digital communication tools.
- Strong writing and editing skills with the ability to craft compelling donor-focused messaging.
- Experience with website management, including WordPress and basic HTML knowledge.
- Skilled in social media strategy and content creation across multiple platforms.
- Photography and basic video editing experience preferred.
- Exceptional organizational and project management skills, with the ability to meet deadlines in a fast-paced environment.
- A collaborative and proactive mindset with excellent interpersonal skills.

This is an exciting opportunity for a creative professional to make a lasting impact on St. Andrew's Episcopal School's transformational capital campaign. If you have a passion for storytelling, philanthropy, and digital engagement, we encourage you to apply.

Salary range based on experience: \$75,000-\$82,000 + benefits

## OUR SCHOOL

St. Andrew's is a co-educational Episcopal K-12 day school, enrolling approximately 990 students on two campuses in Austin, Texas. The school strives to help young people from diverse racial, religious, ethnic, and socioeconomic backgrounds to achieve their potential not only in intellectual understanding but also in aesthetic sensitivity, physical well-being, and moral decisiveness so that they may lead productive, responsible lives, not only for themselves but also for their community. For more information about St. Andrew's School in Austin, please access our website: [www.sasaustin.org](http://www.sasaustin.org).

## OUR MISSION

St. Andrew's develops exemplary scholars, artists, athletes and servants in a loving Episcopal community who are curious, courageous and compassionate global citizens

## TO APPLY

Please submit your resume and letter of interest to Michelle Roe, Director of Finance and Human Resources, at [hr@sasaustin.org](mailto:hr@sasaustin.org). Candidates who contribute to the cultural and ethnic diversity of the community are encouraged to apply.

*St. Andrew's is committed to providing equal opportunity in all personnel actions and in the administration of all policies and programs.*

*St. Andrew's employs individuals without regard to race, color, nationality, ethnicity, religion, disability, sex, gender identity or sexual orientation as protected by federal, state, or local law.*