



St. Stephen's

EPISCOPAL SCHOOL

Leadership Giving Officer

St. Stephen's Episcopal School, a day and boarding school of 710 students (grades 6-12) in Austin, TX, seeks a full-time Leadership Giving Officer. In the advanced gifts phase of the most ambitious comprehensive campaign in the history of the school, the Advancement team is focused on an increased volume of visits, particularly to alumni, for intentional conversations about the exciting future of St. Stephen's made possible through the campaign as well as the school's plans to celebrate its 75th anniversary.

The Leadership Giving Officer will serve as a frontline fundraiser with responsibility for cultivating, soliciting and stewarding leadership gifts for the School's top philanthropic priorities. This position will be expected to heavily engage with a portfolio of 200+ prospects with a focus on donor acquisition, retention, increased giving, and strategic stewardship. The ideal candidate will prioritize discovery visits and excel at crafting unique, donor-centered strategies that inspire donors to make greater philanthropic investments in the life of the school. Frequent travel will be required.

Responsibilities

- Through strategic, intentional, and a high volume of visits, work with prospects and donors throughout the giving cycle to maximize engagement and fundraising for the school;
- Identify, qualify, cultivate, solicit and steward leadership alumni gift (\$1k+) and parent (\$5k+) prospects to advance school priorities and meet and exceed fundraising goals;
- Proactively and strategically manage a portfolio and generate a high level of strategic activity and prospect contact to move relationships forward, leading to increased comprehensive giving, including annual, capital, and deferred gifts with an expected minimum of 150 substantive visits annually;
- Build strong working relationships with colleagues within the department as well as with faculty, staff, and leaders across campus to better understand the school and its mission.

Professional Qualifications

The most competitive candidates will offer most or all of the following qualifications:

- A bachelor's degree and 3-5 years of professional fundraising or comparable relationship-building experience;
- Independent school, college or university experience preferred;
- Exceptional verbal and written communication skills;
- Excellent interpersonal, analytical and organizational skills, and ability to prioritize and execute responsibilities in the face of competing priorities and deadlines;
- Ability to travel, to work flexible hours as necessary, including evenings and weekends for special events, meetings or other commitments;
- Experience with fundraising databases – Raiser's Edge preferred;
- A demonstrated ability to:
 - Work independently and as a collaborative team member;
 - Handle complex situations with professionalism, poise, maturity and flexibility;
 - Handle confidential information with discretion and integrity;



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- Desire to be a part of and engage in the life of the School;
- A clear understanding and commitment to St. Stephen's culture that celebrates diversity, equity and inclusion.

Salary and Benefits

The salary range for this position is \$60,000 - \$75,000, with fully paid medical, dental, vision, and life insurance for employee coverage, and a 10% 403(b) match. St. Stephen's offers 37 days of paid holidays/school breaks, 12 days of annual paid vacation time (18 days at one year and 24 after five years of employment), and accrued paid sick time.

Application Process

Qualified candidates should submit their resume and a letter of interest addressing their qualifications for this role to Sarah Li, Director of Major Gifts at:

- <https://st-stephens-episcopal-school.checkwritersrecruit.com/job/593411/leadership-giving-officer> or text TQWZF to 844-661-2444.
- Applications submitted without a letter of interest and/or cover letter will not be considered.

About St. Stephen's Episcopal School

St. Stephen's Episcopal School is a coeducational boarding and day school that was founded by the Episcopal Diocese of Texas in 1950. It is a caring, multi-faceted community, inclusive of all faiths and grounded in the Christian tradition. St. Stephen's challenges motivated students to live intelligently, creatively and humanely as contributing members of society. The school develops the whole person within a balanced program of academics, athletics and the arts. Students also participate in a wide variety of clubs and organizations, outdoor education and recreation programs, service learning activities, daily chapel services, and study abroad opportunities.

In accordance with our founding mission and as a diocesan school of the Episcopal Church, St. Stephen's Episcopal School believes in the inherent value and dignity of every human being. We seek qualified candidates who share this foundational belief and are ready to work in community to create a more just society. We celebrate every individual, recognizing that our unique stories, histories, and voices are essential to creating a vibrant living and learning space. As such, we strongly encourage people of all backgrounds, perspectives, and identities to apply to become members of our community.

Equal access to employment, programs, and services is available to all. With respect to its employment practices, St. Stephen's Episcopal School does not discriminate on the basis of race, religion, gender or gender identity, national origin, disability, age, or sexual orientation or identity.