

Director of Development

St. Mark's Episcopal School

Start Date: July 1, 2026

Position Announcement

St. Mark's Episcopal School seeks a dynamic, relational, and strategic leader to serve as its next Director of Development beginning July 1, 2026. This is an exciting time in the life of the school as St. Mark's launches a new strategic plan designed to strengthen its mission, enhance programmatic excellence, and position the school for long-term sustainability and growth.

The Director of Development will play a critical leadership role in advancing the school's philanthropic vision, deepening a culture of giving, and building strong relationships across the St. Mark's community and beyond. Reporting directly to the Head of School and partnering closely with the Board of Trustees, this individual will lead all aspects of fundraising, donor engagement, and advancement strategy.

This is an exceptional opportunity for a mission-driven professional to help shape the future of a vibrant Episcopal school community during a period of momentum and strategic investment.

Position Summary

The Director of Development is responsible for designing, implementing, and leading a comprehensive advancement program that supports the school's strategic priorities and financial sustainability. This includes oversight of annual giving, major gifts, capital and endowment campaigns, alumni relations, events, and donor stewardship.

As a key member of the leadership team, the Director of Development partners with the Head of School and Board to build a strong culture of philanthropy and to align fundraising efforts with institutional goals. The role emphasizes relationship-building, strategic planning, and execution of fundraising initiatives that expand and sustain donor support.

Key Responsibilities

- Develop and execute a comprehensive, multi-year development strategy aligned with the school's new strategic plan
- Partner with the Head of School and Board of Trustees to set and achieve fundraising goals
- Serve as a strategic advisor on philanthropic opportunities, campaign readiness, and

donor engagement

- Lead advancement reporting, metrics, and benchmarking in alignment with best practices in independent schools
- Design and lead all fundraising initiatives, including Annual Fund, major gifts, planned giving, and capital campaigns
- Identify, cultivate, solicit, and steward donors across all constituencies (parents, alumni, grandparents, foundations, and community partners)
- Ensure timely and meaningful donor stewardship and recognition practices
- Strengthen a culture of philanthropy across the school community
- Collaborate with school leadership to communicate mission impact and strategic priorities
- Oversee development-related communications, including campaigns, publications, and impact reporting
- Serve as a visible ambassador for St. Mark's in the broader community
- Oversee planning and execution of fundraising events and engagement opportunities
- Partner with parent volunteers, committees, and trustees to support advancement efforts
- Provide leadership and support for Board development and advancement committees
- Oversee development operations, including database management, gift processing, and reporting
- Ensure compliance with ethical and legal standards in fundraising and donor confidentiality
- Monitor progress toward fundraising goals and provide regular updates to leadership and the Board

Education

- Bachelor's degree required
- Advanced degree or professional certification (e.g., CFRE) preferred

Experience

- Minimum of 5 years of experience in fundraising, advancement, or nonprofit leadership
- Demonstrated success in major gifts, annual giving, and/or capital campaign
- Experience in an independent school or educational nonprofit setting strongly preferred
- Proven ability to build relationships and secure philanthropic support from diverse constituencies

Skills & Attributes

- Exceptional interpersonal, communication, and storytelling skills

- Strategic thinker with the ability to translate vision into action
- High level of integrity, discretion, and professionalism in handling confidential information
- Strong organizational and project management skills with attention to detail
- Collaborative leadership style with the ability to engage and inspire stakeholders
- Passion for education and alignment with the mission of Episcopal schools

Why St. Mark's Episcopal School?

St. Mark's is a thriving, mission-driven school community grounded in academic excellence, character development, and Episcopal values. As the school embarks on a new strategic planning cycle, it is poised for growth, innovation, and increased community impact.

The Director of Development will join a collaborative leadership team at a pivotal moment, helping to shape the school's future, expand its philanthropic reach, and ensure that St. Mark's continues to serve students and families with distinction for years to come.

Salary Range \$90K - \$125K.

To apply please send cover letter and resume to: rsalesman@stmarkspb.org