



## DIRECTOR OF LEADERSHIP GIFTS

*SEEK TRUTH, KNOWLEDGE AND EXCELLENCE;  
LIVE BY FAITH, COMPASSION AND INTEGRITY.*

### ABOUT ST. PAUL'S SCHOOL [www.stpaulsschool.org](http://www.stpaulsschool.org)

St. Paul's School (St. Paul's) is a kindergarten through twelfth grade college-preparatory day school located on a 95-acre rural campus in Brooklandville, Maryland, about 10 miles north of downtown Baltimore. St. Paul's is coeducational in the Lower School (grades kindergarten to four) and all-boys in the Middle and Upper Schools (grades five to twelve). St. Paul's sister school, [St. Paul's School for Girls](#), is all girls in grades five through twelve. The School's philosophical beliefs are rooted in a historic relationship with Old St. Paul's Episcopal Church and its Anglican traditions. These roots help the School define the institutional and educational practices that support the goal of helping each member of the St. Paul's community achieve individual excellence.

St. Paul's believes:

- That a **great education is not an endpoint, but a continuous, lifelong path** that moves teachers and learners toward truth, knowledge, and excellence.
- That **exceptional teaching requires meaningful connections** within and beyond the classroom; between mentors and their students, between colleagues and their peers, and between our community and the broader world.
- That **true learning shapes the minds, bodies, and spirits** of our students today, creating the dynamic thinkers, and leaders who will transform our world tomorrow.



St. Paul's is known for its small class sizes, collegial student-teacher relationships and strong focus on the liberal arts. In recent years, the School established an [IB Diploma Program](#) to further enrich a curriculum of Advanced Placement and Honors courses. Because the School recognizes the value of active engagement in a creative process, students must study art.

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St. Paul's requirements arise from the conviction that the arts encourage personal expression, help develop self-discipline and new perspectives, and enrich lives. St. Paul's offers courses in theater, concert chorale, digital arts, and visual arts, many of which are cross-registered with the neighboring St. Paul's School for Girls.

St. Paul's places a strong emphasis on athletics. Despite the school's small class sizes of roughly 70 students per class year, the school supports varsity teams in football, soccer, volleyball, cross-country, wrestling, swimming, basketball, ice hockey, squash, tennis, crew, golf, baseball and, perhaps most notably, lacrosse, for which St. Paul's has repeatedly been one of the top-ranked teams in the nation.

St. Paul's current enrollment is 766 and the school offers over \$3.1 million in need based financial aid each year. Approximately 35% percent of students receive some level of financial aid. St. Paul's annual operating budget is \$19 million.

### THE POSITION

In 2015, St. Paul's School began planning for a comprehensive capital campaign. The largest campaign in the school's history, St. Paul's seeks to raise \$40 million by 2020 for teacher development, off-campus learning experiences, student scholarships, and capital projects including a new Upper School building.



Reporting to the Head of External Affairs, the Director of Leadership Gifts is a new position created to engage St. Paul's School alumni, parents and other constituencies and solicit their gifts to the campaign. S/he will work closely with the development team and campaign volunteers to determine

effective strategies to engage a larger pool of alumni with the goal of securing campaign gifts of five- and six-figures. The Director will work to create a portfolio that consists of 50 and 75 percent alumni. In order to be successful, s/he will travel regularly to meet and cultivate relationships with alumni in major metropolitan areas such as New York, Boston, Chicago, Atlanta, San Francisco, Los Angeles and the Florida coasts.

The Director discusses assets proficiently and listens for opportunities for gifts of assets or other non-cash gifts, such as planned gifts; provides opportunity for donors to receive recognition and increase future gifts opportunity; and understands and complies with all gift-related policies and procedures and ensures ethical compliance, as defined by the Association for Fundraising Professionals.

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**QUALIFICATIONS**

The ideal candidate will have:

- Strong interest in the mission and vision of St. Paul's School;
- A drive to meet and establish relationships with alumni, parents and other constituencies and explore their interests and passion for St. Paul's;
- A minimum of seven years of successful major gift fundraising or sales and client development in wealth management;
- Knowledge of, or personal experience attending independent schools is an advantage;
- Ability and willingness to travel at least 50% time;
- Ability to design, implement and execute a fundraising plan, including individualized cultivation, solicitation and recognition strategies; knowledge of and experience with all gifts methods including stock, planned and deferred gifts;
- Ability to work independently and collaboratively as part of a dynamic team
- Ability and personality to interact comfortably with students, parents, alumni, volunteer leadership, and philanthropists;
- Experience working with active, involved volunteer leadership;
- Strong writing and presentation skills to persuasively convey to all St. Paul's alumni the mission of the School as well as the opportunities and challenges it faces today;
- Ability to communicate with a wide range of internal constituents including board members, other high-level volunteers, and all staff, including teachers and be accountable for timely follow-up;
- Comfort with the application of new technologies to fundraising and development programs; computer literacy with donor database systems;
- A high degree of initiative and energy; creativity, an entrepreneurial spirit and flexibility;
- A bachelor's degree is required.



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**RESPONSIBILITIES**

- Meet budget goals and performance measures for expanding the major gifts program with St. Paul's alumni, parents and other constituencies;
- Work with St. Paul's Head of External affairs to develop an ideal prospective donor portfolio and metrics for engagement and solicitation activities. The portfolio would consist of 50 to 75 percent alumni with the balance a mix of parents and other constituencies;
- Produce contact reports; track and regularly report on donor contact activity in St. Paul's donor database;
- Oversee and coordinate communication with assigned prospects (solicitations, recognition, reporting, etc.);
- Work closely with the Headmaster, Head of External Affairs, trustees, development team, and faculty as appropriate to develop prospect strategies, cultivate relationships, carry out solicitations, and stewardship to foster sustaining relationships with St. Paul's School;
- Serve as a key member of the campaign planning team, working closely with volunteer leadership and counsel on campaign and donor strategy;
- Develop, write, and coordinate production of fund raising, event, and public relations materials as needed;
- Conceptualize and prepare proposals and budgets for specific requests and gifts opportunities;
- Abide by the standards of ethics and best practices as defined by the Association of Fundraising Professionals;

**APPLICATION**

<p>To apply, please submit an application with St. Paul's School: <a href="http://bit.ly/1XY2HhQ">http://bit.ly/1XY2HhQ</a></p> <p><b>Anissa Rose</b> Human Resources Director</p>	<p>To learn more about the opening:</p> <p><b>Andrew Smerczak-Zorza</b> Consultant, Executive Search <a href="mailto:ajs@campbellcompany.com">ajs@campbellcompany.com</a> (P) (312) 896-8892</p>
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*St. Paul's School is an equal opportunity employer.*