

St. Paul Christian Academy is seeking a Director of Development to strengthen our donor community and to cultivate, solicit, and steward maximum gift support for the school. The ideal candidate possesses strong communication and interpersonal skills, demonstrates success in fundraising, and thrives in a collaborative environment. St. Paul is located in the beautiful Green Hills area of Nashville, just 3.5 miles south of Vanderbilt University. A six million dollar capital campaign was completed in 2010, and the school continues to be enriched by a generous donor community who gives their time and talent in addition to other resources.

Responsibilities of the role include the following:

- Identify and spearhead the implementation of a diverse and multifaceted fundraising program to support the Academy's strategic vision by cultivating a culture of giving across all constituencies. This includes the annual fund campaign, special events, grants, planned giving, capital campaign, and other fundraising initiatives as needed.
- Design and implement a strategy to successfully establish and build the Academy's endowment.
- Create fundraising-related communication materials to expand and enhance the Academy's visibility, reputation, and connection to our many constituencies.
- Serve as a key member of the Academy's leadership team, reporting directly to the Head of School, and work collaboratively with other departments to fulfill the mission of the Academy.
- Manage the contribution acknowledgement process to ensure accuracy of tax receipting and the Academy's donor records.
- Oversee key fundraising events, including the golf tournament and alumni reunions.
- Collect and maintain relevant data connected to Development's strategic efforts and prepare reports for the Head of School and Board of Trust as needed.
- Serve as key staff support for the Board's Development Committee and attend all meetings for this Committee along with regular Board of Trust meetings.
- Work with communications staff to enhance online visibility for development related initiatives.

A Bachelor's degree is required. A minimum of five years' experience in fundraising is preferred.

*St. Paul Christian Academy integrates academic excellence with a passion for Christ to develop a strong foundation for young leaders who uniquely shape the world in which they live. St. Paul is a school community that celebrates and focuses on childhood, serving junior kindergarteners through sixth graders. In this intimate, 350-student community, every child is known and loved as they enjoy a wide range of opportunities and activities in academics, athletics, arts, and service to others. This environment is uniquely designed to prepare graduates to gain access to and thrive in Nashville's best college preparatory schools.*