



## Assistant Director of Development

### JOB DESCRIPTION

St. Richard's is currently seeking to employ a year round, full-time Assistant Director of Development to support and expand the development efforts at St. Richard's Episcopal School. This position's preferred start date is July 1, 2022 and has an annual salary range of \$45,000 to \$55,000.

This person fulfills the following primary responsibilities:

- ❖ Assisting and working closely with the Director of Development and Major Gifts (Director), the Advancement Committee of the Board of Trustees, and the Foundation Board.
- ❖ Developing relationships with key constituencies in the St. Richard's community.
- ❖ Assisting the Director, the Director of Admissions, and other key administrative staff with social media, marketing, and communication efforts.
- ❖ Maintenance and upkeep of accurate and vital information pertaining to all constituents in the St. Richard's development database within a timely manner.
- ❖ Inputting all gifts into the St. Richard's development database and acknowledgement of receipt within a timely manner.
- ❖ Assisting the Director with stewardship of all constituents, especially major gifts, annual fund, and planned giving donors.
- ❖ Assisting in all facets of donor relations.
- ❖ Taking a lead role in supporting and organizing all Annual Fund efforts.
- ❖ Assisting with all development events including:
  - The annual Regalia celebration
  - Foundation Board Dinner (G3)
  - The all school party (Fete)
  - Grandparents and Special Friends Club
  - The Service of Lessons and Carols

➤ Days of giving

- ❖ Supporting the Horizons at St. Richard's program.
- ❖ Building a strong network of alumni support.
- ❖ Representing the St. Richard's development department at meetings, public events, and miscellaneous development activities.
- ❖ Advocating for and promoting St. Richard's throughout the community.
- ❖ Working collegially with all administrators, faculty, staff, parents, alumni, past parents, and donors to further the mission of St. Richard's.
- ❖ Assisting with and/or attending all before, during, and after-school activities as assigned.
- ❖ Continually seeking opportunities to develop professionally.

The requirements for this position include:

- ❖ Support the mission and values of St. Richard's Episcopal School internally and externally.
- ❖ Experience in development work.
- ❖ Experience in marketing and communications work.
- ❖ Ability to work independently and flexibly in a fast-paced environment, demonstrated time management and priority setting skills.
- ❖ Proficiency with or willingness to learn necessary software and other technology required to perform the job.
- ❖ Shall perform all other duties upon assignment.

#### MISSION & DESCRIPTION

The Mission of St. Richard's Episcopal School is to instill knowledge and values for a lifetime. St. Richard's provides a timeless, challenging curriculum that embraces diversity while developing global citizens, socially, emotionally, physically, spiritually and intellectually.

#### ST. RICHARD'S IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of this company to provide equal employment opportunities to all qualified persons without regard to race/ethnicity, color, religious belief, sex, gender identity, age, national origin, disability, veteran status or any other status protected under applicable local, state, or federal law. St. Richard's is committed to fostering a community where all people are respected, valued, treated equitably, and expected to share the responsibility of upholding diversity, equity and inclusion.

#### APPLICATION INSTRUCTIONS

Interested applicants should complete an [application](#) which includes uploading a resume and cover letter. Additionally, please send an introductory email to John Kroetz, Director of Development & Major Gifts, at [jkroetz@sresdragons.org](mailto:jkroetz@sresdragons.org).

## WHY ST. RICHARD'S

St. Richard's Episcopal School is the only Episcopal school in the state of Indiana. All are welcome at St. Richard's. Since 1960, St. Richard's has been providing a diverse and international student body with an excellent academic foundation rooted in Episcopal values. Our students are encouraged to ask questions, use reason, and learn wisdom, compassion and humility as they practice the skills they need to be global citizens. Students learn to have honest and respectful dialogue across lines of disagreement and difference as they prepare for lives of leadership and civic responsibility.

Faculty at St. Richard's build lasting relationships with students and families as they implement inquiry-based and talent development curriculum to meet students where they are and encourage students to stretch and grow in a safe space. Faculty and students benefit from our location in the heart of Indianapolis with many field experiences and partnerships for learning and service.

Our most recent graduating class is a good example of the impact of a St. Richard's education. Students in the Class of 2021 were accepted into the high schools of their choice, earned more than \$525,000 in merit financial aid, won multiple National Championships in math competitions, placed third in the country in the *We the People competition*, and are prepared for their next stage in life with knowledge and values for a lifetime.