

**Director of Advancement Position Profile**  
**St. Andrew's Episcopal School**  
**New Orleans, Louisiana**

**The Position**

The Director of Advancement is responsible for creating and executing a strategic, comprehensive, and donor-centered fundraising program that inspires new levels of engagement, resources and philanthropic support for St. Andrew's Episcopal School. The Director will plan, organize, direct, implement, and oversee all aspects of advancement, including annual giving and major gift fundraising initiatives; parent, grandparent, and alumni relations; corporate sponsorships; special events; planned giving; and capital campaigns.

The Director of Advancement serves as an ambassador and representative of St. Andrew's externally and is a key partner to the School's administrative team and Board of Trustees. Working closely with the Head of School and Board of Trustees, this position plays a critical role in sustaining and growing philanthropic support for the School's mission. The Director of Advancement reports to the Head of School.

This is a full-time, twelve-month, exempt position.

**Key Duties and Responsibilities**

**Strategic Fundraising and Donor Relations:**

- Develop, implement, and manage a comprehensive fundraising strategy and annual advancement plan aligned with the School's mission and financial goals.
- Manage and execute fundraising campaigns and appeals such as the St. Andrew's Fund, and GiveNOLA Day; collaborate with the Parents' Club on events like Cardinals on the Run and City Park Fun Night; and oversee corporate sponsorship programs.
- Plan and implement targeted email, direct mail, and social media annual giving strategies to increase participation and giving levels among all constituency groups.
- Identify, cultivate, and solicit individual and corporate donors for annual, mid-level, major, and planned gifts.
- Conduct prospect research to build and sustain a robust donor pipeline to fuel long-term growth.
- Support and partner with the Head of School and Board leadership in the cultivation and solicitation of major and planned gifts.
- Implement a stewardship and donor recognition program that deepens relationships, encourages continued engagement, and builds increased support.

**Board Relations & Volunteer Engagement:**

- Work closely with the Board Advancement Committee to advance shared goals and support the School's fundraising initiatives.
- Serve as the School's liaison to the St. Andrew's Parents' Club, fostering collaboration and alignment with advancement goals and providing support for communications, events, and other engagement strategies.
- Oversee other constituency volunteer groups in support of fundraising and community engagement efforts.

### **Operations, Communications & Reporting**

- Maintain the donor database (Bloomerang), ensuring donor records are accurate and gift processing systems are in compliance with IRS regulations.
- Acknowledge and steward donors through thoughtful and timely communication via mailings, phone calls, and personal outreach.
- Work with the Director of Finance and Operations to regularly reconcile donations and pledge payments to ensure efficient and effective financial tracking and reporting processes.
- Collaborate with other School departments to increase engagement and support from all constituencies, including parents, faculty, staff, grandparents, alumni, and past parents.
- Develop and oversee external constituency communication strategies utilizing email, direct mail, phone, social media, events, and personal campus visits.
- Conduct all aspects of proposal development, including research, writing, editing, and reporting.
- Establish measurable metrics for success and provide regular evaluation, analysis, and reporting to the Head of School and the Board Advancement Committee.

### **Qualifications & Skills**

- Bachelor's degree required.
- At least three years of successful fundraising experience in a nonprofit organization, preferably in an independent school or educational setting.
- Demonstrated success in working closely with boards, donors, prospects, and volunteers.
- Strong relationship-building skills with the ability to engage and inspire diverse constituencies.
- Exceptional written, verbal and interpersonal communication skills.
- Proficiency in Bloomerang or similar donor database systems.
- Proven ability to work independently, manage multiple projects, set priorities, and meet deadlines.
- Established record of high level professionalism, discretion, and integrity.

### **Compensation**

This is a full-time, exempt staff position starting on July 1, 2026. The salary range starts at \$75,000 to \$85,000 and is commensurate with qualifications and experience. A comprehensive

benefits package is provided, including 29 paid holidays per school calendar year, plus 3 weeks during the summer. Evening and weekend work will be required on occasion to support school needs with compensatory time off provided as appropriate.

### **To Apply**

Interested and qualified applicants should submit the following materials to [jobs@standrewsepiscopalschool.org](mailto:jobs@standrewsepiscopalschool.org):

- Cover letter including salary requirement
- Current resume
- 2 writing samples, preferably a proposal, newsletter, annual appeal letter, or stewardship letter
- List of three professional references with contact information. References will be contacted only with prior approval from the applicant.

### **About St. Andrew's Episcopal School**

St. Andrew's Episcopal School is the oldest Episcopal school in New Orleans with nearly 70 years of experience in educating the mind, body, and spirit of young children. St. Andrew's is a co-educational, independent school serving approximately 200 students from 12 months through Grade 8. St. Andrew's utilizes small classes to promote a challenging learning environment where students interact with teachers and grow spiritually, socially and intellectually. A strong academic program, enhanced by state-of-the-art technology, includes Spanish, music, chapel, fine arts, athletics and information literacy skills. Student publications, dramatics, interscholastic sports, and community service round out St. Andrew's program. Learn more at <https://saesnola.org/>.