



ST. ANNE'S EPISCOPAL SCHOOL

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| Job Title: | Development Associate (Donor Relations & Stewardship) |
| Reports To: | Director of Advancement |
| FLSA Status: | Exempt |
| Salary: | \$50,000 - \$65,000 Annually |
| Anticipated Start Date: | Immediately |

ABOUT ST. ANNE'S EPISCOPAL SCHOOL

St. Anne's is an independent PS-8 co-educational school enrolling approximately 430 students across the Denver metro area. We provide an uplifting, nurturing environment where each child is fully supported academically, artistically, and athletically. We build character and integrity upon a spiritual, moral, and ethical foundation and strive to foster the development of people who make significant and lasting contributions to society. Grounded in the values and traditions of our founding Sisters and empowered by their sense of belonging, St. Anne's graduates know themselves, care for others, and strive to serve and improve their communities.

MISSION

Grounded by our founding values, we cultivate a community of curious and compassionate learners who are inspired to serve and enrich our world.

VALUES

Community, Curiosity, Faith, Compassion, Humility

POSITION DESCRIPTION

The Development Associate will play an integral role in the daily operations of the Advancement Office, with specific responsibilities supporting the School's capital campaign, annual fund, database management, events, and stewardship programs. This is an exciting opportunity to contribute meaningfully to a transformational period in the life of the school as SAES prepares for and launches a comprehensive capital campaign.

OVERALL RESPONSIBILITIES AND EXPECTATIONS

- Provide administrative and logistical support for the upcoming capital campaign including:
 - Preparing comprehensive briefing documents that include financial and biographical research and suggested talking points for volunteers and staff solicitors;
 - Providing data analytics to efficiently manage/prioritize campaign prospects;
 - Documenting all pertinent information relating to cultivation, solicitation, and stewardship in RE Nxt
 - Liaise with key campaign volunteers, the Director of Advancement, and the Head of School to schedule cultivation and solicitation meetings
 - Prepare meeting materials, and ensure follow-up on assigned action items.



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- Oversee all aspects of prospect research, including preparing donor profiles and briefing documents and coordinating with the campaign consulting firm if appropriate.
 - Manage all aspects of data management relating to campaign giving, both electronically and in paper files as needed, ensuring that meeting notes and strategies are accurately recorded.
 - Oversee campaign reporting, collaborating where necessary to ensure that staff, volunteers, trustees, and others are informed of campaign progress and important metrics and analysis.
 - Update campaign-related materials, including case for support, brochures, proposals.
 - Maintain accurate donor and prospect records in SAES' CRM (RE Nxt)
- Manage all aspects of gift processing including:
 - Process all donations and prepare timely acknowledgment letters and receipts
 - Maintain accurate records in RE Nxt
 - Support annual fund and stewardship initiatives, including donor lists, reports, and segmented mailings
 - Ensure all donors are acknowledged both by staff and volunteers in a timely way, and that gift agreements and pledge documents are prepared, sent, and tracked.
 - Send pledge reminders and tracking progress
 - Help prepare reports, mailings, and presentations for campaign leadership and volunteers
- Provide logistical support for advancement events (e.g. Stewardship events, Campaign receptions, Grandparents' Day, 75th Anniversary events, Alumni Reunions, etc.) by coordinating RSVPs, event materials, and on-site logistics. Support event volunteers as needed
- Assist in creating content for development-related newsletters, appeals, and digital media
- Help prepare materials for board and campaign committee meetings
- Maintain the Advancement Office calendar and files
- Provide general administrative support to the Director of Advancement and campaign leadership

The Development Associate must be able to work independently and as part of the Advancement team and St. Anne's community. This position may be required to work occasional hours during the evening or early morning and is expected to work in person every day.

IDEAL QUALIFICATIONS:

- Bachelor's Degree and three to five years of related experience in fundraising. Experience in an independent school or nonprofit Advancement or Development office is preferred.
- Proven track record of meeting or exceeding fundraising goals.
- Strong project management and organizational skills.
- Exceptional written and verbal communication abilities.
- High degree of professionalism, discretion, and ethical standards.
- Flexibility and a strong attention to detail



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- Ability to balance competing priorities in complex situations and manage tight deadlines in fast-paced environment
- Consistently and reliably foster a spirit of collaboration by showing initiative, willingness to help others and commitment to team goals
- Ability to develop and maintain effective working relationships with volunteers, donors and prospects, administrators, and staff
- Expertise with Microsoft Office and the Google Suite is essential
- Experience with CRM databases is required; experience with Raiser's Edge and Veracross is preferred
- Willingness to develop an understanding and appreciation of the culture and traditions of St. Anne's Episcopal School

St. Anne's Episcopal School is committed to creating a supportive learning environment where all individuals are valued for their unique contributions and are able to achieve their highest potential. We strongly believe that a diverse and inclusive environment is the best learning environment for our students and prepares them to live, work, and thrive in an increasingly global and multicultural community. We reject all prejudice, particularly those based on race, national and ethnic origin, religion, socioeconomic status, gender identity, sexual orientation, and physical characteristics.

St. Anne's believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender or gender identity, national origin, age, sexual orientation, ancestry, disability genetic information, veteran status, or any other characteristic protected under federal, state or local anti-discrimination laws. The school's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotional opportunities, training, discipline, and all other terms, conditions, and privileges of employment.

SALARY RANGE & BENEFITS

\$50,000 - \$65,000 Annually

St. Anne's offers a competitive benefits package, which includes medical, dental, and vision coverage, 403(b) retirement inclusion, long-term disability, life insurance, free lunch, and tuition assistance.

Interested candidates can send their cover letter, resume, and list of references to Rene Reynolds, Director of Human Resources, at recruiting@st-annes.org.