



A place that is welcoming and respectful with a wonderful sense of community, St. James' School takes pride in its diversity and commitment to Episcopal education. In the mid-Wilshire section of Los Angeles, St. James' is a mission of St. James' Episcopal Church.

Founded more than forty years ago to provide the children of the neighborhood a challenging curriculum in a spiritually based context, St. James' has kept to its original mission while preparing students for the most competitive secondary schools in the city.

St. James' enrolls 345 students in Preschool through Grade Six. Along with strong training in core academics, the School offers enrichment through classes in the arts, in the sciences, in religion, in Spanish, in library, and in physical education.

St. James' School is seeking a full-time **Director of Advancement** for the 2011-2012 academic year.

This position is a 40 hour/week, exempt position that reports to the Head of School and directs all fundraising, communications, and volunteer management for the School.

Skills Required

- Masters Degree in Business, Communications, Marketing, or related field.
- Minimum of 10 years of management-level experience in a related field including experience in fundraising and communications for not-for-profit organizations.
- General office skills including Excel, Word, and PowerPoint.
- Good telephone manner, cheerful demeanor, and strong writing and presentation skills to communicate effectively with alumni, consultants, donors, faculty, parents, parishioners, staff, and other constituents.
- Ability to work courteously, patiently, and effectively in a cross-functional team.

Job Responsibilities

The range of duties includes but is not limited to:

- Directing the Annual Giving campaign to raise over \$500,000 each year.
- Maintaining the fundraising database to ensure accurate financial records and reports and timely acknowledgment of donors.
- Launching an Endowment campaign to ensure financial support for the School in perpetuity.
- Launching a Planned Giving campaign to raise major gifts for the School.
- Writing grant proposals to increase donations from foundations.
- Developing the Alumni Network to build a stronger community and cultivate prospective donors.
- Overseeing twenty-seven parent volunteer groups to organize various fundraising events and ongoing activities at the School.
- Creating printed and online publications, including admissions view book, advertising, annual report, brochures, certificates, directories, event programs, flyers, handbooks, invitations, letterhead, magazines, newsletters, presentations, signage, wall calendar, and yearbook.
- Developing the School's website (sjsla.org) including weekly updates and a weekly email to parents. Recommending creative site improvements based on technology trends and competitive activity. Maintaining the school calendar online.
- Overseeing all photography and videoing of school-wide and class-level events, ensuring full representation of students and school activities in the publications and posting of all media to a password-protected website.
- Directing advertising and publicity for the School to generate leads for admissions.
- Attending school events and meetings, including the weekly chapel service, monthly Community Gatherings, and evening or weekend fundraising events.
- Working as part of a professional administrative team dedicated to making St. James' Episcopal School a top elementary school worldwide.
- Directing a full-time Multimedia Designer and Assistant Director of Advancement.

The position is Monday-Friday and begins July 1, 2011. Compensation is competitive with a full benefits package.

Interested parties may apply by submitting a letter of interest, resume and salary history to hmclean@sjsla.org.

St. James' is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status. Applications will be considered until the position is filled.