Founded in 1896 by the Revered John Byron Diman, St. George’s School’s purpose has always been to give students the opportunity of developing to the fullest extent possible the particular gifts that are theirs and to encourage in them the desire to do so. Over one hundred years later, the school still teaches young women and men the value of learning and achievement, service to others, and respect for the individual. A co-educational boarding and day school that serves 371 students in grades 9-12, St. George’s School sits on a picturesque 125-acre campus that overlooks the Atlantic Ocean near historic Newport, RI. While St. George honors its historic roots, there are also a number of newly built learning spaces including the recently renovated Nathaniel P. Hill Library that contains over 30,000 volumes and is home to the Merck-Horton Center for Teaching and Learning, which in collaboration with the Harvard Graduate School of Education works to bring the best, most up-to-date teaching and learning strategies to St. George’s classrooms.

St. George’s is a lively, friendly, and vibrant community. The student body is geographically and ethnically diverse, hailing from over 31 states and representing 23 countries across the Americas, Asia, Europe, and the Middle East. This global perspective creates a diverse campus that not only enriches the educational experience but also turns students into global-minded citizens and leaders. With over 120 courses per year and an average class size of 11, students are able to engage in rigorous academic study that offers broad curricular choice in a challenging yet supportive environment. St. George’s students thrive and are happy because the community gives them the intellectual opportunity and emotional support “to develop their particular gifts.”

**Director of The St. George’s Fund:**

The Director of the St. George’s Fund (the school’s annual fund) is responsible for the design, development, strategy, and implementation of a comprehensive annual giving and engagement program. Reporting to the Associate Head of School for External Affairs and working closely with the Advancement staff, the Director is responsible for identifying, cultivating, soliciting, and stewarding annual fund gifts from all school constituencies, as well as designing external communications related to the SG Fund.
Currently in a record year of annual giving, the Advancement team is looking to continue this momentum, and the Director of the SG Fund will be integral in the creation of innovative and creative solicitation plans. In addition to managing the $2.75 million fund, the Director is also responsible for leading the Parents Committee and working closely with this group to manage and coordinate annual giving events that inspire parents, alumni, and the greater St. George’s community.

**Specific Responsibilities:**

- Developing, designing, and implementing an annual action plan for the SG Fund that includes objectives, strategies, timelines, and materials
- Working closely with Advancement officers to solicit gifts from trustees, alumni, parents, and friends
- Managing volunteers and working closely with the Parents Committee, Alumni Board of Visitors, and Board of Trustees
- Creating a clear set of metrics for evaluating the effectiveness of the strategies, as well as using specific data, statistics, and feedback to recommend change and/or alteration of strategies
- Thinking creatively and strategically to design engaging appeals across all mediums (print, electronic, video, etc.)
- Managing data and creating reports that chart the Fund’s progress and support decisions about strategy and decisions; communicating that progress to both internal and external constituents
- Leading a process of recognition and stewardship for gifts to the SG Fund
- Working within the school community (faculty, staff, and students) to build awareness and support
- Designing and leading specific SG Fund initiatives, such as a “Day of Giving”

**Experience and Qualifications:**

- At least three years of successful fundraising experience, preferably in an annual giving program; a person of energy, vision, creativity, and commitment
- Superior interpersonal skills and the ability to collaborate and effectively interface with colleagues and volunteers
- Experience and comfort with metrics and analytics and have a working knowledge of databases
- A collaborative team player with strong written and verbal communications skills
Compensation and Benefits:
The appointment is a full-time, year-round, administrative position and the compensation package will be very competitive nationally and commensurate with experience, degree attainment and the national independent school and college markets. All inquiries and nominations are kept confidential.

Interested Persons Contact:
Jonathan K. Ball
Managing Associate
Carney, Sandoe & Associates
617-933-3450 (dir.)
jball@carneysandoe.com

St. George’s School does not discriminate on the basis of age, gender, religion, race, color, sexual orientation, gender identity, genetic information, disability, or national or ancestral origin in the administration of its educational policies, scholarship and loan programs, athletic and other School-administered programs, or in the administration of its hiring and employment practices. The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.