



## Director of the Lions Fund

St. Andrew's Episcopal School  
Potomac, Maryland

---

St. Andrew's Episcopal School is a private, coeducational college preparatory day school for students in preschool (Age 2) through grade 12, located in Potomac, Maryland. The mission of St. Andrew's Episcopal School is to know and inspire each child in an inclusive community dedicated to exceptional teaching, learning, and service.

### Director of the Lions Fund:

The Director of the Lions Fund develops, implements, and evaluates fundraising activities and initiatives to generate over \$1.6 million annually in unrestricted operating support with a goal of growing to \$2 million over the next three years. This position manages all aspects of the Annual Giving program and reports to the Campaign Director.



### Key Responsibilities:

- Lead and implement the Annual Giving strategy to meet goals for total dollars raised and participation rates from alumni, current parents, parents of alumni, grandparents, faculty/staff, and friends of the School;
- Recruit, train, and manage a team of parent volunteers;
- Recruit and work with the Lions Fund Giving Chairs and the Campaign Director to develop strategies and set yearly goals;
- Actively manage a portfolio of 75+ leadership-level annual fund donors;
- Work closely with the Assistant Director of the Lions Fund and the Director of Alumni Relations to coordinate alumni and reunion giving strategies;
- Collaborate with Advancement Directors to identify opportunities to increase leadership-level participation and strengthen the campaign pipeline;
- Partner with the Director of Development Operations to conduct prospect research; ensure database accuracy and timely gift acknowledgements; and produce regular fundraising and development reports as needed;
- Work with the Director of Communications and the Director of Development Operations to prepare the Annual Report, including donor lists and analysis;



**Carney  
Sandoe**  
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

[search@carneysandoe.com](mailto:search@carneysandoe.com) · [carneysandoe.com](http://carneysandoe.com)

### Key Responsibilities (continued):

- Collaborate with the Lions Fund Chairs to develop and implement a comprehensive stewardship program for all Lions Fund donors.
- Maintain a visible presence in the community and an active pace of face-to-face meetings.

### Experience and Skills:

- Bachelor's degree plus five-seven years of experience in development/fundraising; and/or significant relevant experience in education or business. Prior development experience in an independent school preferred.
- Commitment to ethical fundraising, collegiality, teamwork, and the philosophy of St. Andrew's School.
- Proven record of donor cultivation and solicitation; and full understanding of fundraising concepts and the moves management process.
- Strong volunteer management and coaching skills: Must work collaboratively and supportively with high-level volunteers.
- Excellent interpersonal and communications skills. This position requires the personal presence and poise to inspire comfort and confidence among board members, volunteers, School leadership, faculty, and major donors. Ability to articulate the case for Annual Giving with passion and persuasion, along with a genuine desire to build lasting relationships with the School's constituencies.
- Strong motivation, initiative and the ability to prioritize. Because this position enjoys a high degree of autonomy, it requires strong drive and discipline to engage donors, prospects, and volunteers effectively.
- Excellent writing skills, including the ability to craft effective personal letters, compelling proposals, and other marketing/communication products.
- Availability and willingness to work outside the normal schedule, including early mornings, evenings, School holidays, and weekends to accommodate volunteer and donor meetings, School/departmental events, and calendar and fiscal year-end office coverage. Occasional travel required.
- Proficiency with "Raiser's Edge" or comparable fundraising management software preferable. Willingness to learn new applications as necessary to work as efficiently as possible.



**Carney  
Sandoe**  
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com

**Compensation:**

This is a full-time position with a salary range of \$110,000 - \$130,000. The School offers a wide range of benefits including generous paid time off, insurance (medical, dental, and vision), tuition remission, lunch, parental leave, and professional development.

**Interested Persons Contact:**

Jonathan K. Ball  
Managing Associate  
Carney, Sandoe & Associates  
617-933-3450 (dir)  
[jball@carneysandoe.com](mailto:jball@carneysandoe.com)

*All inquiries and nominations are kept confidential.*

*St. Andrew's Episcopal School is an Equal Opportunity Employer. We are committed to fostering an inclusive and diverse workplace, free of discrimination and harassment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity or expression, or any other status protected by applicable federal, state, or local law. Specific religious qualifications may apply for certain religious positions, such as the Chaplain. In accordance with Montgomery County and Maryland state law, St. Andrew's Episcopal School provides equal employment opportunities to all employees and applicants for employment and complies with all applicable laws governing nondiscrimination in the workplace.*



**Carney  
Sandoe**  
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

[search@carneysandoe.com](mailto:search@carneysandoe.com) · [carneysandoe.com](http://carneysandoe.com)