



ST. THOMAS SCHOOL

Director of Development
St. Thomas School
Medina, WA

About St. Thomas School

St. Thomas School is a co-educational, non-sectarian independent school serving 370 students from preschool through eighth grade in Medina, WA. The school is committed to fostering academic excellence, character development, and a strong sense of community. Students are encouraged to become confident learners, compassionate leaders, and thoughtful global citizens. With small class sizes and a supportive environment, the school provides individualized attention that nurtures both intellectual growth and personal development.



Carney
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About St. Thomas (continued):

St. Thomas School's highly regarded curriculum prepares students to excel at future endeavors while honoring the school's long-standing core values. Through collaboration between dedicated faculty, engaged families, and motivated students, the school cultivates curiosity, integrity, and a lifelong love of learning.

Director of Development

The Director of Development leads the strategy, planning, and execution of all fundraising efforts at St. Thomas School (STS). This role is responsible for strengthening a culture of giving across the school community while building meaningful, long-term relationships with current families, alumni, grandparents, trustees, and community partners. The director serves as a strategic partner to the Head of School and senior leadership, helping ensure philanthropic efforts directly support the school's mission, strategic priorities, and long-term sustainability. This position oversees annual giving, major gifts, events, alumni engagement, and donor stewardship, while also leading and mentoring the development team.



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Responsibilities:

- Leads the strategy, planning, and execution of all fundraising efforts, including annual giving, auctions, capital campaigns, major gift campaigns, and planned giving.
- Develops and maintains the infrastructure, policies, and procedures that support sustainable, ethical, and effective fundraising practices.
- Partners closely with the Head of School, senior leadership, and the board of trustees to shape strategy, cultivate relationships, and support major gift solicitation.
- Manages a portfolio of major gift prospects.
- Manages and supports the Head of School's cultivation and solicitation efforts.
- Cultivates and personally solicits leadership Annual Fund prospects.
- Educates the school's constituencies about development and fundraising activities, with a particular emphasis on new parents.
- Collaborates closely with marketing and communications, as well as admissions, to support school-wide efforts to engage parents and faculty in the life of the school.
- Develops activities and strategies that support a sense of community and belonging.
- Leads, mentors, and supports development department staff, setting clear goals, priorities, and performance metrics.
- Partners with the Assistant Director of Development on the annual report and other key advancement communications.



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Responsibilities (continued):

- Actively engages in the life of the school and contributes to community-wide events and programs.
- Upholds and models the mission, values, and strategic priorities of STS.
- Demonstrates respect for diverse perspectives and a commitment to equity and inclusion.
- Communicates effectively and professionally with students, families, and colleagues.
- Collaborates across departments and participates in team and division meetings to support a cohesive preschool through eighth grade experience.
- Maintains confidentiality and handles sensitive information with discretion.
- Adheres to school policies and procedures and performs other duties as assigned by the Head of School.

**Qualifications:**

- Bachelor's degree in a related field; master's degree preferred.
- Substantial experience working in fundraising, advancement, or development, preferably in an independent school, education, or nonprofit setting.
- Demonstrated success cultivating and soliciting major gifts.
- Background leading or supporting capital or comprehensive campaigns.
- Experience supervising, mentoring, or leading staff.
- Familiarity with donor databases and CRM systems, such as Veracross or Raiser's Edge.



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Qualifications (continued):

- Willingness to travel locally as needed.
- Readiness to obtain First Aid and CPR certification, and maintain throughout employment.
- Successful completion of required background checks in accordance with school policy and state regulations.
- Demonstrated cultural competency and ability to work with diverse individuals and groups.
- Strong communication and interpersonal skills with a collaborative, flexible, and growth-oriented mindset.
- Proficiency with basic technology tools and a willingness to learn school-specific systems.
- Commitment to the mission, values, and community of STS.

Compensation:

St. Thomas School offers a comprehensive benefits package and the salary range for the Director of Development position is \$170,000-\$200,000. Final salary will depend on several factors, including a candidate's qualifications, skills, competencies, experience, and may fall outside of the range shown.



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Interested Persons Contact:

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All inquiries and nominations are kept confidential



St. Thomas School is committed to building an inclusive and diverse community where every individual can say, "I belong." We welcome employees who bring a variety of experiences and perspectives, and who believe that education plays a vital role in advancing equity and inclusion.

This description is intended to describe the general content and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.



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