

# Director of Development

2018-2019 School Year





## The School

Located just off the St. Johns River in Orange Park, Florida, St. Johns Country Day School is an independent, private day school serving students from age 3 through Grade 12. With more than 600 students from all around Jacksonville and surrounding counties together on one campus, our “just-right” size helps create the right learning environment for students to discover themselves, become engaged and engaging citizens, and prepare for fulfilling and dynamic futures.

St. Johns has always been a “college prep” school, from its very inception in 1953, when just having college in mind was innovative. These days, nearly every secondary school prepares students for college, so what differentiates St. Johns from “the rest?” Many things, certainly, but above all its our future-facing curriculum that prepares students not just for college, but for life. We hear it again and again from our graduates—when they got to college they not only “survived,” they thrived. They had the skills they needed to excel in their coursework, understood self-leadership and motivation, and managed campus life with aplomb.

***College Prep, Redefined.***

## Our Mission

*St. Johns Country Day School’s mission is to provide a superior college preparatory program with a diverse curriculum that stresses academic accomplishment, artistic expression, and athletic participation in a supportive family atmosphere that fosters self-reliance and ethical responsibility.*



## The Position

The Director of Development is a senior administrator reporting to the Headmaster while collaborating closely with the all members of the school's leadership team and the Board of Trustees. The position is 12-months and starts July 1, 2018.

The position is charged with the responsibility for all activities involving the planning and management of fundraising, alumni and parent relations programs, and all aspects of the Office of Development responsibilities.

The Director of Development serves as the leader of the Office of Development, responsible for its day-to-day operations, staff, and processes:

- ◆ Lead all aspects of school fundraising, including prospect research, cultivation, solicitation, stewardship and for the following activities:
  - ◆ Annual Fund
  - ◆ Biennial Auction
  - ◆ Future Capital Campaigns
  - ◆ Planned giving
  - ◆ Other special events
- ◆ In conjunction with the Development Committee of the Board, prepare an annual fundraising plan for review and approval by the Headmaster.
- ◆ Develop and maintain positive relationships with donors and key stakeholders.
- ◆ Lead the School's stewardship strategies and policies in conjunction with the Board of Trustees



## A St. Johns Education

The drive to thrive is seen throughout St. Johns' superior college-prep, liberal arts curriculum. Our hardworking, goal-oriented students appreciate that we set the bar high, and they are motivated to meet each challenge and bring on the next.

Faculty members, too, shatter high expectations, approaching teaching with enthusiasm and creativity, regularly helping students outside of class, encouraging their talents, and knowing them as individuals. Together teachers and students create a culture of respect and support, where a desire for success is nurtured from within.

The St. Johns academic program cultivates real learning, not rote memorization or busy work. Students go beyond mastering a body of knowledge in varied disciplines and learn what to do with that knowledge. They make connections across subjects and to the real world. And they develop the skills—critical thinking, writing, collaboration, and public speaking, to name a few—to become productive citizens in a world they will help shape.





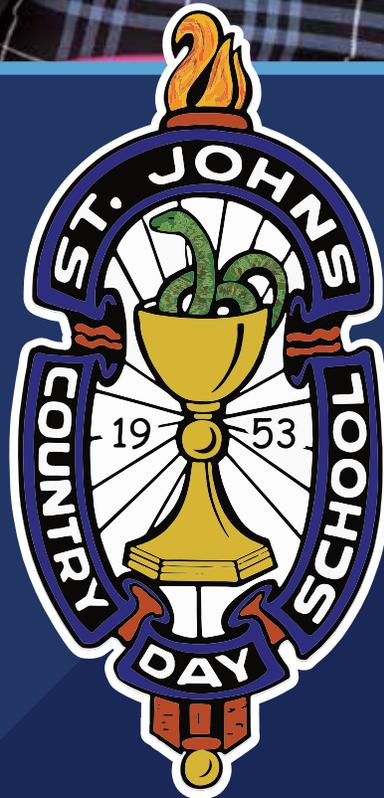
## Desired Qualifications

St. Johns Country Day School seeks candidates who:

- ◆ Have a bachelor's degree, master's preferred, and five years experience in fundraising leadership with superior management and supervisory skills.
- ◆ Understand the principles and techniques of development activities, including annual, major and planned giving, event planning, and capital campaigns.
- ◆ Demonstrate senior leadership skills with strategic, policy and budget planning experience.
- ◆ Maintain absolute confidentiality and professionalism in appearance, attitude, and presentation.

## Students & Faculty

- ◆ Our rich, diverse curriculum and talented, caring faculty attract families from Orange Park, Clay County, and around the Jacksonville area.
- ◆ About 600 students from age 3 through Grade 12 make up St. Johns' student body.
- ◆ 68 faculty members serve in all three divisions, and St. Johns boasts a student faculty ratio of 12:1.



St. Johns Country Day School

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*Submit resume and cover letter to [hkennedy@sjcds.net](mailto:hkennedy@sjcds.net).*