



(The Rev'd) David O. Browder, Rector | Seraphim Danckaert, Headmaster

Director of Development
Reports to Headmaster
Salary Range = \$110,000 - \$150,000 Annually

Founded in 1955 and located in Houston, Texas, Saint Thomas' Episcopal School (STE) is a thriving PK–12 parochial school that combines academic rigor with a strong commitment to character formation. STE is recognized nationally for its distinctive integration of classical education, the Scottish Arts, and Episcopal identity. With an enrollment of 650 students, the school cultivates an intimate yet ambitious learning environment where high standards, tradition, and joyful community life flourish together.

At STE, six enduring core values—Honor, Christian Faith, Love, Discipline, Excellence, and Respect—form the foundation of daily life. All students and faculty attend a traditional daily chapel service, relying on the 1928 Book of Common Prayer. Sacred studies are part of the required curriculum. Students learn not only in classrooms but also through rich opportunities in athletics, fine arts, and STE's world-renowned Scottish Arts Program (Highland Dance, Bagpipes, and Drums), which has achieved multiple national and world championships.

The Opportunity

STE is seeking an experienced Director of Development to lead all fundraising and community advancement initiatives. Reporting directly to the Headmaster, you will serve as the strategic architect of our philanthropic enterprise, building lasting relationships, securing major gifts, leading capital funding efforts, and deepening connection across our community.

What You'll Do

- **Drive Strategic Growth:** Design and execute an annual development plan encompassing the annual fund, major gifts, a future capital campaign, planned giving, foundation grants, and corporate sponsorships.
- **Cultivate Major Donors:** Identify, solicit, and steward a portfolio of at least 75 individuals, foundations, and institutional partners to advance STE's strategic priorities. Oversee the moves management system for the entire major donor program in close partnership with the Headmaster and Advancement Committee of the School Board.
- **Lead Operations:** Supervise two staff members in the Development Office, ensuring excellence in special events, volunteer engagement, and accurate data related to donors and partners using Veracross, Google Suite, and other systems. Work closely with the church on its stewardship program.
- **Engage Alumni & Community:** Cultivate strong community engagement; oversee key community-building events like the Fall Fair, Spaghetti Supper, and alumni-oriented events.



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What You Bring

- **Track Record:** 5+ years of progressive fundraising experience, ideally within independent schools or faith-based nonprofits.
- **Fundraising Mastery:** Proven success in closing major gifts, managing campaigns, and running individual giving programs.
- **Relationship Builder:** Exceptional communicator who connects warmth with executive presence, maintains absolute confidentiality, and inspires donor trust.
- **Technical & Organizational Skills:** Highly organized self-starter proficient in donor databases (Veracross or similar).
- **Mission Alignment:** Enthusiastic appreciation for Episcopal identity, classical education, and STE's distinctive culture as a leading Christian school in Houston.
- **Education & Availability:** Bachelor's degree required, with strong preference for relevant graduate-level work or formal fundraising-related credentials (e.g. CFRE); willingness to work flexible evening/weekend hours for donor cultivation and campus events.

Education / Certification: Masters degree preferred, as well as CFRE or similar credentials

Experience Required: Minimum of 5 years related work experience in independent school or nonprofit fundraising environment

Required Knowledge: Proficiency in MS Office and Veracross or similar donor or school database system

Classification: Exempt

Compensation and Benefits

Compensation is highly competitive, dependent upon experience and degree obtained.

How To Apply

Qualified applicants may submit a resume and completed application (available at stes.org) to stesearch@dinispheris.com.