

Development Coordinator

Position: Development Coordinator

Reports to: Head of School

Part-Time: 20-25 hours per week year-round

Position Summary

Saint Michael Episcopal School (SMES) seeks a warm, organized, and relationship-oriented Part-Time Development Coordinator to support the philanthropic and community engagement efforts of Saint Michael Episcopal School, an early childhood education program rooted in the Episcopal tradition and work within the Advancement Office of Saint Michael and All Angels Church.

This newly created, entry-level position is an exciting opportunity to help establish and grow a culture of philanthropy within the school community. The Development Coordinator will focus primarily on annual fund initiatives, donor engagement, and community engagement while working collaboratively with the Head of School, parish leadership, and the parish Advancement Department.

The ideal candidate is an enthusiastic communicator who enjoys building relationships, coordinating projects, and helping mission-driven organizations thrive.

About Saint Michael Episcopal School

Saint Michael Episcopal School provides a nurturing early childhood educational experience grounded in love, faith, intellectual growth, service and whole-child development. As a member of the National Association of Episcopal Schools (NAES), SMES is committed to fostering curiosity, compassion, spiritual growth, and a strong sense of community within the Episcopal Identity framework.

Duties and Responsibilities:

Key Responsibilities:

Annual Fund Support

- Assist in planning and implementing the school's Annual Fund campaign.
- Support donor cultivation, solicitations and acknowledgment efforts.
- Coordinate annual giving communications including emails, letters, social media content, and campaign materials.
- Help maintain donor and prospect records in coordination with SMAA Advancement Department.
- Track gifts, pledges, and fundraising campaign participation.

Relationship Building & Community Engagement

- Foster positive relationships with parents, grandparents, parishioners, alumni families, staff and community supporters.
- Support volunteer engagement opportunities related to fundraising and school events.
- Help communicate the mission and impact of the school to prospective donors and supporters.
- Represent the school in a professional and welcoming manner at school events and community gatherings.

Collaboration & Administrative Support

- Work closely with the Head of School to identify development priorities and opportunities.
- Develop creative communication opportunities with Director of Admission and Community Relations.
- Collaborate with SMES Administrative team to advance the school's mission and pillars within the school and community.
- Collaborate with parish leadership and the parish Advancement Department to align fundraising efforts and messaging.
- Assist with event coordination and donor hospitality for school-related advancement activities.
- Prepare reports, donor lists, and campaign updates as needed.
- Maintain confidentiality and professionalism in all donor interactions.

Employment Requirements:

Qualifications

- Bachelor's degree and/or equivalent relevant experience.
- Strong written and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Comfortable learning donor databases and fundraising software.
- Proficiency in Microsoft Office and general digital communication platforms.
- Ability to work collaboratively with clergy, school leadership, volunteers, and families.
- Demonstrated warmth, professionalism, and interpersonal skills.
- Comply with the Employee Handbooks of Saint Michael Episcopal School.
- Embody SMAA Core Values: Collaborative, Loyal, Effective, Kind, and Growth-Oriented, aligning with SMES Core Focus: Lead with Love, Follow in Faith, Experience Education and Share through Service.

Preferred Qualities

- Interest in nonprofit fundraising, independent schools, or advancement work.
- Familiarity with Episcopal schools or church communities is helpful but not required.
- A collaborative spirit and willingness to help build new systems and processes.
- Self-motivated with the ability to work independently in a part-time environment.

Position Details

- Part-time position (anticipated 20–25 hours per week; flexible schedule possible)
- Reports to the Head of School
- Works closely with the parish Advancement Department and parish leadership
- Some evening or weekend events may be required