

### **Director of Advancement: Job Description**

Saint Paul School in Kensington, Connecticut is seeking a full-time Director of Advancement (D.A.). The D.A. is responsible for planning and implementing a comprehensive program of development including the cultivation of alumni/constituent relations and overseeing the execution of all fundraising programs, both school-wide and through the Home & School Association. Responsibilities include coordinating the annual fund appeal, capital efforts, planned giving, corporate support, and fundraising event planning. The D.A. reports to the principal of the school and serves to collaborate with the pastor, School Board, and Director of Marketing to enhance the visibility of and financial support for the school.