

POSITION STATEMENT

EPIPHANY SCHOOL

SEATTLE, WASHINGTON



ASSOCIATE DIRECTOR OF DEVELOPMENT SEARCH
START DATE: JANUARY 1, 2027



THE OPPORTUNITY

Epiphany School seeks a strategic, relational, and data-informed advancement professional to serve as its next Associate Director of Development. This is a compelling opportunity to join a joyful, inclusive, and mission-driven elementary school community and play a central role in strengthening a vibrant and sustainable culture of philanthropy.

Located in Seattle's Madrona neighborhood, Epiphany School serves approximately 270 students in pre-kindergarten through fifth grade. The School is guided by a clear and aspirational vision: to cultivate



courageous learners and compassionate leaders through a program that celebrates curiosity, community, and the joy of childhood. Epiphany is a place where students are known and valued, where families are deeply engaged, and where educators are committed to nurturing both intellectual and social-emotional growth. As Head of School Jenn Elkin describes, “Epiphany School is an extraordinary place! We strive to enact our mission of knowing every child deeply and developing responsible, respectful citizens of the world.”

Reporting to the Director of Development and partnering closely with senior leadership, the Associate Director of Development (ADOD) will help lead and grow a comprehensive advancement program that generates more than \$1 million annually in support of the School's operating priorities. The ADOD will oversee and devise strategy for the Annual Fund, signature fundraising events, and alumni engagement efforts, while also managing a portfolio of donors and prospects for leadership annual gifts,



MISSION, COMMUNITY, AND PROGRAM

Epiphany School is grounded in a set of core values that shape every aspect of school life: *Learn Joyfully, Try New Things, Act Responsibly, Invite Everyone In, and Shine Together*. These values are actively lived through the School's academic program, community culture, and approach to teaching and learning.

As a non-parochial independent elementary school, Epiphany is committed to fostering a welcoming and inclusive environment where students develop confidence, curiosity, and a strong sense of self. Perhaps this ethos is best characterized in the words of an Epiphany second grade teacher: "We encourage our students to look at the world with curiosity, to see what is beautiful and what is broken, hoping that inspires them to create change and see what they can do to make the world a better place." The School embraces the importance of early childhood and elementary education as a foundation for lifelong learning, emphasizing exploration, creativity, and meaningful relationships.

The Epiphany experience is defined by a balance of academic rigor and joyful discovery. Students are encouraged to take intellectual risks, collaborate with peers, and engage deeply with their

select major gifts and capital campaign initiatives. The position will inspire and manage two direct reports, Annual Giving & Alumni Manager and Events & Community Engagement Manager, and will work closely with the Development Services Manager.

This is an exceptional opportunity for a hands-on and forward-thinking advancement leader who enjoys the zestful energy of young children, who thrives in a collaborative school environment, values authentic relationship-building, and is eager to design and implement thoughtful, data-driven strategies that deepen engagement and expand philanthropic support.



learning. Faculty and staff work closely with students to ensure that each child is supported, challenged, and inspired. A current parent joyfully shared that “the teachers are incredible in every way. They are professional, driven, creative, extremely intelligent, and so dedicated to their work and to our kids...it makes the experience really wonderful!”

A strong sense of community is central to Epiphany’s identity. Families, faculty, and staff come together through shared experiences, traditions, and events that reinforce connection and belonging. This culture of engagement provides a powerful foundation for philanthropy—one rooted in shared purpose and collective investment in the School’s mission.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

Epiphany School promotes and cultivates a diverse community as essential to academic success, social and emotional growth, and the development of good character. Epiphany believes that engaging diverse perspectives stretches the mind and requires critical thinking, intellectual courage, and creativity. It takes careful listening and thoughtful expression and manifests itself in cultural competency. Thinking beyond oneself and seeing the world through the eyes of others is the foundation of fairness and empathy, and thus prepares Epiphany students to live respectfully and responsibly in our pluralistic democratic society.

PHILANTHROPY AND INSTITUTIONAL CONTEXT

Philanthropy plays a vital role in sustaining and advancing Epiphany School’s mission. The School benefits from a committed and engaged community of trustees, parents, alumni, grandparents, faculty and staff, and friends who contribute to the Annual Fund and participate in key fundraising initiatives.

The Associate Director of Development will join Epiphany at a moment of opportunity: to strengthen participation, grow leadership giving, and build a more strategic and data-informed approach to donor engagement. The Annual Fund and spring fundraiser generate more than \$1 million annually, and there is clear potential to expand their reach and collective impact. Epiphany is also in the early stages of a capital campaign, “Our Community, Our Legacy,” with a \$26 million goal - the individual in this role will have the opportunity to assist in bringing the campaign’s vision to life while participating in a transformative effort from start to finish.

Signature events—including the spring fundraiser supporting financial aid and community engagement initiatives—serve as both philanthropic drivers and meaningful moments of connection. In parallel, the School is building a more intentional and comprehensive alumni program designed to foster lifelong relationships and strengthen long-term philanthropic engagement.

The ADOD will play a critical role in aligning these efforts—ensuring that fundraising, engagement, and communications strategies are cohesive, effective, and reflective of the School’s values and aspirations.

THE ROLE: KEY RESPONSIBILITIES

The Associate Director of Development will serve as a key member of the development team, with responsibility for leading core fundraising programs and contributing to the overall strategy and execution of development efforts.

Strategic Leadership and Program Management

- Partner with the Director of Development to execute a comprehensive long-range plan aligned with institutional priorities to grow philanthropic support and participation.



- Serve as a collaborative partner to school leadership, contributing to broader institutional strategy.
- Collaborate with the development team and Director of Marketing & Communications to create relevant reports and development-related content for leadership, including dashboards, board materials, and impact communications, such as the Annual Impact Report.

Fundraising and Donor Engagement

- Utilizing a data-driven approach, design, implement and oversee the Annual Fund and spring fundraiser, including the development of direct mail, digital campaigns, and year-end appeals.
- Manage a portfolio of donors and prospects (identify, qualify, cultivate, solicit, and steward), with a focus on leadership-level Annual Fund and spring fundraiser gifts as well as select major gift opportunities.
- Partner with the Annual Giving & Alumni Manager to recruit, train, support and provide a first-in-class experience for volunteers across multiple constituencies for the Annual Fund and spring fundraiser.
- Build authentic, long-term relationships across parents, alumni, and community members.
- Collaborate with the Director of Marketing & Communications to ensure all fundraising materials are developed within brand guidelines, clearly written, and delivered on time.

Events and Community Engagement

- Provide strategic oversight of over 100 annual school events including fundraising and stewardship events, including the spring fundraiser and donor recognition gatherings.
- Partner with the Annual Giving & Alumni Manager and Events & Community Engagement Manager to ensure events are well-executed, mission-aligned, and impactful.
- Leverage events as opportunities to deepen engagement and strengthen philanthropic commitment.

Alumni Relations and Engagement

- Partner with the Annual Giving & Alumni Manager to develop and implement a comprehensive alumni engagement program.
- Plan and execute alumni events, communications, and volunteer opportunities.
- Strengthen connections that support long-term community building and future philanthropy.

Data, Systems, and Stewardship

- Design and implement a tiered-stewardship strategy for Annual Fund donors in collaboration with the development team.
- Oversee donor stewardship efforts, ensuring timely and meaningful acknowledgment and recognition.
- Partner with the Development Services Manager to utilize data and analytics to inform strategy, track progress, and measure outcomes.

HISTORY AND LIVING IN SEATTLE

Founded in 1958, Epiphany School has grown from a small parish day school into a thriving, independent elementary school known for its commitment to joyful learning, strong community, and educational excellence. While the School has evolved over time, it has remained grounded in its belief that childhood is a period of exploration, discovery, and foundational growth.

Today, Epiphany serves approximately 270 students and continues to build on its legacy as a place where students are inspired to explore, connect, and develop a lifelong love of learning. The

School's campus in the Madrona neighborhood reflects both its history and its forward-looking approach—offering a warm, welcoming environment that supports connection and creativity.

Seattle is a vibrant and dynamic city, known for its natural beauty, innovative spirit, and strong civic culture. Surrounded by water, mountains, and forests, the region offers abundant opportunities for outdoor recreation. At the same time, Seattle is home to a rich array of cultural institutions, a thriving arts community, and a deep commitment to education and civic engagement.

Professionals are drawn to Seattle for its combination of intellectual energy and quality of life. For those in education and development, the city offers a uniquely engaged and philanthropic community—one that aligns closely with Epiphany School's mission and values.



FAST FACTS

Founded	1958
Location	Seattle, Washington (Madrona neighborhood)
School Type	Independent, non-parochial elementary day school
Grades Served	Pre-kindergarten through 5th grade
Enrollment	Approximately 270 students
Tuition	\$41,225
Annual Fund and Spring Fundraiser	\$1M+ annually
Community	Engaged families, dedicated faculty and staff, active volunteers
Signature Events	Spring fundraiser, spring Carnival, Epiphany Parent Council events, donor recognition events, alumni gatherings
Core Values	Learn Joyfully; Try New Things; Act Responsibly; Invite Everyone In; Shine Together



LEADERSHIP QUALITIES AND QUALIFICATIONS

Epiphany School seeks a candidate who brings both strategic perspective and a willingness to engage deeply in the day-to-day work of fundraising.

Qualifications and Experience

- A minimum of seven years of progressive fundraising experience, with demonstrated success in annual giving and donor engagement
- Experience developing and supervising high-performing, professional teams to achieve and exceed goals
- Experience managing and growing revenue within a defined program
- Proven ability to cultivate and solicit gifts, including leadership contributions at the \$10,000 level and above
- Strong communication skills, including writing and storytelling
- Ability to maintain confidentiality and exercise discretion
- Experience fundraising in the Seattle community and/or independent school ideal, but not required

Leadership Attributes

- A deep appreciation for education and the mission of independent schools
- Exceptional interpersonal skills and the ability to build trust across diverse constituencies
- Professional appearance and executive presence
- A strategic thinker who is also detail-oriented and execution-focused
- A collaborative and visible leader who thrives in a team-oriented environment
- A data-informed decision-maker who values metrics and continuous improvement
- A commitment to diversity, equity, inclusion, and belonging





COMPENSATION AND APPLICATION

The salary range for this position is \$100,000–\$120,000, commensurate with experience. Epiphany School offers a comprehensive benefits package, including retirement contributions, generous paid time off and sick leave, and professional development support.

Epiphany School is an equal opportunity employer and will not discriminate against any employee because of race, color, national origin, citizenship or immigration status, religion, gender identity, gender expression, sex, sexual orientation, marital status, political ideology, physical, mental, or sensory disability, military status, genetic information, age, or any other characteristic protected by federal, state, or local law. Epiphany School complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact careers@epiphanyschool.org.

If you are interested in learning more about this exciting opportunity, please apply online at the RG175 website: www.rg175.com.

The application includes:

- Letter of interest
- Resume or CV

For any questions or additional information about the position, please contact:

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