



Job Title: Director of Development and Donor Relations

Location: Green Park Lutheran School – St. Louis, MO

Start Date: Fall 2025

About Green Park Lutheran School:

Green Park Lutheran School is a Christ-centered community that partners with families to cultivate academic excellence, Christian character, and servant leadership in students from preschool through 8th grade. With over 60 years of history, Green Park is rooted in faith and tradition while embracing innovation, creativity, and excellence in education.

Position Summary:

The Director of Development and Donor Relations will play a vital role in advancing the mission and vision of Green Park Lutheran School by building and nurturing strong relationships with donors, alumni, church and community partners. This position is responsible for leading the school's donor development strategy, including annual giving, major gifts, capital campaigns, alumni engagement, and donor stewardship.

Key Responsibilities:

- Design and implement a comprehensive donor development plan that supports short- and long-term fundraising goals
- Cultivate relationships with current and prospective donors, including individuals, foundations, and congregational partners
- Lead and grow the annual fund, major gifts program, and planned giving efforts
- Partner with the principal and board to plan and execute capital campaigns
- Coordinate donor events, appreciation initiatives, and alumni engagement activities
- Maintain accurate donor records and oversee gift acknowledgment processes
- Collaborate with the marketing/communications team to ensure mission-aligned messaging
- Report regularly to the principal and Board of Directors on progress and outcomes
- Provide annual development budget and monthly schedule of activities for upcoming year by June 30 of ending year

Qualifications:

- A passion for Lutheran education and the mission of Green Park Lutheran School
- Strong communication, interpersonal, and relationship-building skills
- Ability to work independently, manage multiple projects, and meet deadlines
- Event planning and campaign experience a plus