



EPIPHANY SCHOOL

Seattle, Washington



DIRECTOR OF DEVELOPMENT SEARCH

Position Starts July 1, 2025



EDUCATORS COLLABORATIVE

EXPERTS IN SEARCH, TRANSITION & STRATEGY



JOIN A COMMUNITY THAT CARES

Epiphany School is a non-parochial, independent elementary school serving grades pre-kindergarten through fifth grade.

How would it feel to leave the house every morning knowing you're headed to a caring and supportive community, where curiosity is required for children and adults alike? *Excited. Inspired. Engaged.*

Welcome to Epiphany School! Nestled in Seattle's charming Madrona neighborhood on a charming historic campus, Epiphany supports students to develop their voices, practice leadership skills, and solve problems on their own and as a group. An expert faculty and staff encourages students to explore, create, embrace, and personalize their own studies. Children feel free to fail and make mistakes, make individual and collective choices, and build strong character. Adults and children travel this journey together—working side by side in a supportive community and creative environment where everyone takes responsibility to become the best “me” each of us can be.

MISSION

Epiphany School challenges and supports all students to become confident, curious, and courageous learners through innovative teaching in a caring and inclusive environment.

Vision

Inspiring every child to discover meaning and purpose in a life of learning

Values

Epiphany School actively cultivates an awareness and respect for diversity in all forms. We strive to create a positive, joyful, and inclusive community by embracing the following values:

Respect: We encourage empathy through the strength of our differences, awareness of our global surroundings, and adherence to high standards of conduct.

Responsibility: We build integrity and trust by understanding our choices and owning our actions.

Resourcefulness: We foster resilience and expect all to search and find, to fail and learn, to risk and succeed in a changing world.



A LEGACY OF EXCELLENCE—AND RED PLAID JUMPERS

With more than 65 years of history as a beloved and preeminent Seattle institution, Epiphany School is well positioned to thrive for the next 65. An exciting and aspirational strategic plan builds on the school's many strengths: a legacy of innovation, high academic standards, and a warm, family-friendly atmosphere in which every child is truly known. Epiphany honors customs and school traditions that promote pride and belonging across generations, while evolving thoughtfully and with intention. The hallmark uniform for decades—logo sweaters, plaid jumpers, blue and white polo shirts—provide a sense of equity within the school community and a simplicity of choice that families appreciate.

DEVELOPING YOUNG LEADERS WITH CHARACTER

Epiphany students develop courage, confidence, curiosity, respect, responsibility, and resourcefulness—bringing the school mission and values to life every day. At Epiphany School, students step up to challenges. They take risks. They make mistakes, solve problems, and grow in courage, curiosity, and confidence. When conflicts arise, children resolve them—practicing cooperation, inclusion, and active listening. Surrounded by support, students in every grade grow to know themselves, explore their learning styles, make good friends, embrace diverse perspectives, and live their values. Students experience how their individual strengths create real impact—within the school community and beyond.

EPIPHANY BY THE NUMBERS

- 1958 Epiphany School opened its doors
- 266 students in pre-K – 5
- 38% of students identify as students of color
- 28 zip codes represented
- \$36,085 tuition for 2024/25
- 6:1 student/faculty ratio
- \$27,986 average amount of financial aid awarded for 2023/24
- 100% family participation in the Annual Fund
- \$16M endowment
- 3,057 hours of professional development





CREATING AND NURTURING COMMUNITY

Epiphany School has a long-standing tradition of creating a caring, welcoming community in a safe and nurturing environment. Both in and out of the classroom, adults and children work side-by-side to build an atmosphere of inclusivity where students, families, faculty, and staff can share, discover, explore, and play.

Inspiration abounds in and out of the classroom—from the abstract art by Juan Alonso-Rodriguez that peppers the campus to the lush school gardens that help students explore nature, mathematics, and [service learning](#). Every corner, play space, and pathway has been consciously designed to contribute unique beauty and insight to the whole of Epiphany School's creative and collaborative culture.

STRATEGIC PLAN

In 2019, the Board of Trustees unanimously approved *Vision 2025*, a new 5-year [strategic plan](#) that builds on the school's many strengths: a legacy of innovation, high academic standards, and a warm, family-friendly atmosphere in which every child is truly known. Guideposts include:

- **Innovative and Individually Responsive Teaching and Learning:** Leveraging our legacy of innovation to foster a culture of educational growth and further tailor instruction to meet students' needs and faculty professional goals.
- **An Authentic and Welcoming Community:** Enhancing the welcoming and inclusive culture within Epiphany School through actionable diversity, equity, and inclusion initiatives; extended day expansion; and broader and more diverse volunteerism opportunities.
- **The Future: Growth and Reach:** Enhancing and investing in our school's programming and campus to maintain our position as a leader in Seattle elementary education and deliver on our vision, mission, and values.





“ *We loved our time at Epiphany School. The school sparked in our daughter the love of learning and exploring—and the willingness to stretch. Epiphany encouraged public expression, presentation, and performance in a way that was nurturing and inclusive. She and her classmates grew in so many ways.* ”
~Parent of an alumna

ADULTS WHO LOVE TO LEARN

Epiphany faculty and staff are nourished and inspired by continued professional development and collaboration. The school invests in its faculty and staff, nurturing a culture of collegiality and innovation and a shared expectation of deep engagement with ongoing professional development. Through peer-to-peer sharing, Epiphany’s educators bring best practices and new ideas into our community to continually evolve a culture of inclusion, growth, support, and high expectations.

DIVERSITY STATEMENT

Epiphany School promotes and cultivates a diverse community as essential to academic success, social and emotional growth, and the development of good character. 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 our students to live respectfully and lead responsibly in our pluralistic democratic society.



EXPLORE EPIPHANY

[Vision 2025: Leader in Seattle Elementary Education](#)

[Epiphany School Stories](#)

[Academics That Develop Character](#)

[Extended Day Fun](#)

[Epiphany in the Community](#)

[Tour the Campus](#)

[Flip Through the Viewbook](#)

[UPDATE Magazine](#)



An Epiphany School education is personal, relational, heartfelt, and authentic. Here, children play an active role in their own education. We believe in developing each child as a well-rounded person and a responsible, respectful citizen of the world. Epiphany School strives to enact its mission of knowing every child deeply and developing responsible, respectful citizens of the world.

~Jenn Elkin, Head of School

INSPIRATIONAL SCHOOL LEADERSHIP

Beginning her eighth year as Head of School, Jenn Elkin is known for her energy, enthusiasm, and unfailing focus on what's best for children. Among her many accomplishments, she launched a new math program, initiated a social emotional learning curriculum, reorganized the administrative structure, and led development of an ambitious strategic plan rooted in the school's mission, values, and commitment to diversity, equity, and inclusion.

Before coming to Epiphany, Jenn was at The Pike School in Andover, MA for 18 years. She began in Pike's intern program, taught fifth grade for seven years and second grade for three, and then led the lower division for seven years. Prior to her career in education, Jenn was a management consultant with a focus on new product development, strategic planning, and innovation training.

Jenn models a growth mindset, a sense of pragmatic optimism, and a belief that people are inherently good—especially young ones. Coaching and empowering herself and others to risk, reflect, and learn for life are essential elements of Jenn's ethos.



SEATTLE: THE EMERALD CITY

Known for its lush green surroundings as well as expansive bodies of water and towering mountains, Seattle offers something for everyone. Professional sports fans can find a team for every season. Arts aficionados have their pick of theaters, museums, music venues, and more. The iconic Pike Place Market brings local purveyors of fish, meat, fruits, vegetables, flowers, and crafts to the heart of the city each day. Looking for outdoor adventure? Skiing, kayaking, hiking, and biking, to name just a few, are readily available. And while "liquid sunshine" is a beloved local term for rain, Seattle's 37 inches of rain annually ranks 32nd among the 50 largest cities in the country.



ABOUT THE POSITION

The Opportunity

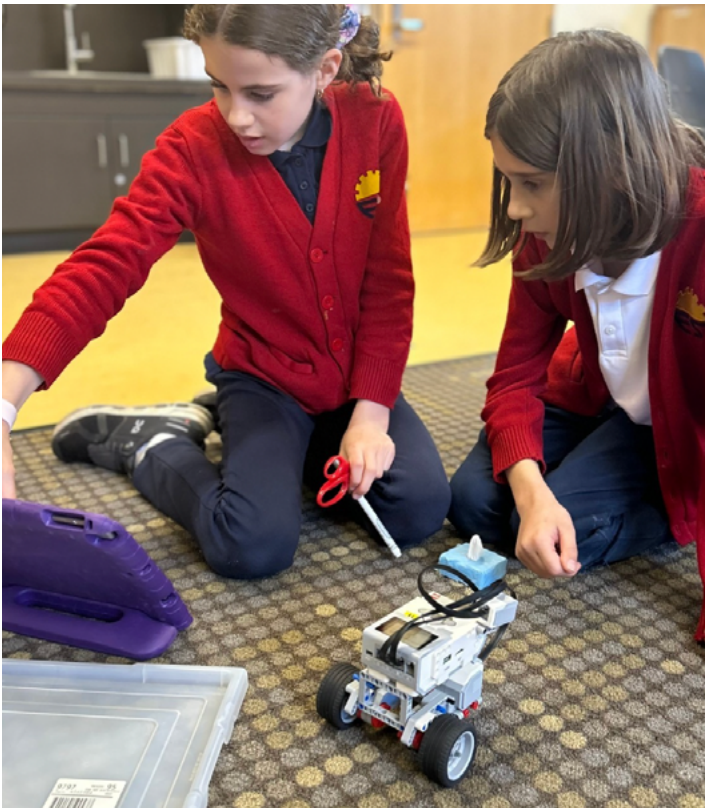
This is both a critical and exciting time to join the Epiphany School leadership team. The school enjoys strong enrollment demand, dedicated families, and an excellent institutional reputation. Epiphany School just completed a bold campus master plan that ensures the school's learning spaces will facilitate highly personalized education for every student, support our exceptional faculty, and create opportunity for greater access to our school through enrollment growth. To fund this vision, the school will blend financing with an ambitious capital campaign, which is at the beginning of its leadership phase.

Job Summary

The Director of Development provides motivational leadership and expertise for a philanthropy program that supports the mission and strategic objectives of Epiphany School. This position oversees and leads Epiphany's baseline giving, major giving, stewardship, and data services/analytics with the goal of building an increasingly successful comprehensive fundraising program.

The Director is responsible for the management and successful execution of the capital campaign. As a primary solicitor, the DOD personally manages a portfolio of major donor prospects and closes major gifts, while ensuring fundraising KPIs are met by all fundraisers and leadership volunteers.

A successful candidate for this role will be a seasoned development professional who has demonstrated experience managing a comprehensive fundraising program and team. They will also have direct experience with a capital campaign with a strong preference for candidates who have experience leading all or a major portion of a campaign at a Seattle-based school or large nonprofit.



“When we relocated to Seattle, the most important decision we had to make was to find the best possible school for our pre-k son. Our first choice was Epiphany School. Why? Impeccable reputation, wonderful facilities, accessible administration, passionate teachers, and the list goes on. But what convinced me was, when I asked the staff and teachers ‘will you love my child?, everyone answered yes without hesitation.”

~Current Parent



Working on the school’s leadership team, a successful candidate will lead relevant strategic initiatives and direct and participate in daily operations. Critical to this role is modeling cultural and social competence, embodying the school mission and values, and collaborating with others to ensure alignment of core practices across the school.

This position is a full-time, exempt, year-round, administrator position, reporting to the Head of School.

Essential Duties & Responsibilities

Strategy & Planning

- Lead all aspects of the school’s short and long-range fundraising strategies and annual plans consistent with the School’s goals, as defined in the strategic plan, including capital campaign, annual giving, major gifts, corporate sponsorships, and planned giving.
- Build out and implement capital campaign plan as phases move forward, including setting and adjusting goals and timelines, identifying prospective donors, designing campaign strategies, driving the solicitation process, and ensuring leadership donor engagement.
- Cultivate relationships with key stakeholders, including major donors, foundations, corporations, and community leaders.
- Manage a team of development professionals, providing mentorship, and ensuring the success of the department’s fundraising initiatives.
- Oversee donor stewardship, ensuring consistent communication, recognition, and engagement with donors.
- Report to executive leadership and board of directors on fundraising progress, including regular updates on capital campaign milestones and financial performance.
- Develop and implement comprehensive stewardship strategies for Annual Fund donors and alumni engagement strategies in collaboration with the Annual Giving & Alumni Manager.



- Establish a pre-solicitation, cultivation, and stewardship strategy for the spring fundraising event, major gifts, and endowment management, ensuring alignment with broader development goals.
- Oversee and manage the department's annual budget.

Team Leadership & Support

- Serve as an active member of the advancement and leadership teams to ensure the development team work is aligned with the school's strategic objectives and to collaborate with the leadership team to lead the school.
- Collaborate with development team members to set individual and collective goals that align with the School's strategic plan, establish best practices, and maintain accountability across all development functions.
- Build a collaborative and inclusive team culture that fosters respect, curiosity, open communication, and trust.
- Provide clear direction and development team empowerment allowing team members to take ownership of their work, driving team performance and goal achievement.
- Model the School's values through professional behavior, addressing challenges head-on through collaborative problem-solving, and championing initiatives that advance the school's mission, even in the face of uncertainty.
- Lead efforts to integrate diversity, equity, and inclusion principles into every aspect of the school's development work—from donor communications to campaign planning—ensuring they are central to the school's fundraising efforts.

Desired Leadership Skills and Personal Attributes

The ideal candidate who will be successful in this role should demonstrate:

- Warmth, character, a strong ethical compass, values consistent with the mission and culture of Epiphany School, and a sense of humor.
- Ability to to integrate diversity, equity, and inclusion principles into every aspect of the school's development work—from donor communications to campaign planning—ensuring they are central to the school's fundraising efforts.



- Excellent verbal and written communication skills and a public presence that is professional, engaging, and inspires confidence.
- In-depth knowledge of fundraising strategies, including capital campaigns with an ability to think strategically to align strategies with annual giving, major gifts, corporate sponsorships, planned giving initiatives.
- An enthusiasm for challenge, a strong work ethic, abundant energy, and the capacity to both stay the course and pivot when needed.
- Proven ability to lead and mentor a team, set individual and collective goals that align with the school's strategic plan, establish best practices, and maintain accountability across all development functions.
- The capacity to collaborate and contribute thoughtfully to the work of the leadership team, demonstrated through active listening, respectful dialogue, and an open mind.
- Exceptional interpersonal and communication skills, including the ability to engage and inspire diverse groups of stakeholders, donors, volunteers, and colleagues across decades and constituencies.
- A comprehensive understanding of the critical role philanthropy plays in the life of a school, with a passion for mission and the ability to form authentic relationships amongst the diverse members of the school community.
- Growth mindset and ability to seek and utilize data to inform decision-making, implementing strategies to enhance development efforts.
- Proficiency in use of technology, including Raiser's Edge, Greater Giving, and MS Office applications.
- Previous experience in fundraising, specifically capital campaigns and familiarity with the Seattle or Pacific Northwest region is desirable.





Compensation & Benefits

The salary range for this role is between \$135,000 - \$150,000 based on years of experience, education, skill, and internal equity in line with our school's Administrator pay scale. When determining an initial offer, we carefully consider these factors.

Alongside salary, Epiphany School offers a comprehensive benefits package including:

- Benefits stipend to put towards employee benefits including medical, dental, vision coverage, voluntary employee, spousal, and child life and critical illness insurance, accident insurance, voluntary short-term disability, and flexible health savings accounts
- Employer-paid monthly premiums for employee assistance program and long-term disability coverage
- 403(b) retirement plan with employer contribution
- 12 paid holidays
- 6 weeks of paid vacation and 2 weeks of sick leave
- Paid supplemental parental leave after 12 months of employment
- Professional development funding



TO APPLY

Interested candidates should submit the following materials in a single merged document, in the following order:

- EC Candidate Summary Sheet (contact Tracy Bennett)
- Letter of Interest addressed to the Search Committee
- Current résumé
- A writing sample relevant to advancement and fundraising, such as a campaign communication, donor letter, newsletter article, or blog post
- Contact information for five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission)
- EC Disclosure Form (contact Tracy Bennett)

The application deadline is **February 24, 2025**. We encourage candidates to reach out for a preliminary conversation before submitting their materials.

The Search Committee expects to complete the search no later than April 2025 with a start date of July 1, 2025.

Please Address Inquiries to:

Tracy Bennett, Partner, Educators Collaborative

tbennett@educatorscollaborative.com

Phone: (425) 466-4748

Epiphany School is committed to the Americans with Disabilities Act and the principle of equal access and opportunity in education and employment and full participation for persons with disabilities in all of its programs and services. Epiphany School is an equal opportunity employer and will not discriminate against any employee because of race, color, national origin, religion, gender identity, age, sex, marital status, political ideology, sexual orientation, physical or mental disability, military status, genetic information, or any other characteristic protected by federal, state, or local law.



**EPIPHANY
SCHOOL**

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