

# DIRECTOR OF INSTITUTIONAL ADVANCEMENT SEARCH

**COLUMBIA GRAMMAR & PREPARATORY SCHOOL**

New York, New York

[cgps.org](http://cgps.org)

Start Date: July 1, 2024

**COLUMBIA** GRAMMAR &  
PREPARATORY SCHOOL



**Carney  
Sandoe**  
& ASSOCIATES

[CARNEYSANDOE.COM](http://CARNEYSANDOE.COM)

# Mission Statement

CGPS nurtures each student’s unique passions and talents inside and outside the classroom, unifying and inspiring members of its community in a rigorous but relaxed learning environment, preparing them for the finest colleges and instilling in them the confidence, ethical values, and sense of purpose to embrace challenges, to achieve their dreams, and to improve the world.

# Vision

Columbia Grammar & Preparatory School has a responsibility to our students, their parents, and society at large to help each child become a well-educated, responsible, caring, and productive person. Cultivating our students’ minds, supplying them with a substantial fund of knowledge and providing them with the basis for making sound ethical judgments remain the foundations of the School’s mission and philosophy.

# At a Glance



Established  
1764



Enrollment  
1,162



Total Faculty  
230



Student-faculty ratio  
6:1



Competitive sports teams  
39



Financial aid awarded  
\$8.7M



Faculty with advanced degrees  
76%

Range of grades: pre-k through 12th grade  
Students receiving aid: 16.7%  
Unrestricted Board Funds: \$40M

Debt: \$0  
Annual operating budget: \$70M  
Student clubs: 100+





## Overview

Located on the Upper West Side of Manhattan, just steps away from Central Park, Columbia Grammar & Preparatory School (“CGPS” or the “School”) was originally established in 1764 as a boys’ preparatory school for King’s College (or Columbia University as it is known today). Now in its 260th year of helping to form and shape the leaders of tomorrow, the School enrolls over 1,100 students and occupies the largest day school campus in Manhattan. The School is at an exciting crossroads this year as well-regarded Head of School Bill Donohue retires. Head-Elect Will Moseley has already joined the community on a part-time basis and will officially begin his tenure as Head of School this summer.

The School is guided by its five core values: balance, curiosity, excellence, integrity, and unity. By implementing these values, Columbia Grammar & Preparatory School forges deep bonds with all members of its community and embraces the whole family. The School meets students where they are, whether they require enrichment or remediation. This is enabled through its low student to faculty ratio, the signature Learning Resource Center (LRC) which serves approximately 4% of students, and a range of additional resources. CGPS balances a rigorous, comprehensive academic curriculum with the socio-emotional development of the whole child. A common sentiment among parents is that their children head to school happy. The School enjoys a well-earned reputation for empowering students in a supportive, warm environment where they can pursue academic achievement as they embrace social responsibility. Through engaging each child’s mind and supporting curiosity, CGPS nurtures outstanding students who are prepared to excel under any circumstances. By the time they graduate, CGPS students possess both the compassion and imagination needed to become impactful citizens.

Now, the School seeks an experienced fundraiser to serve as the Director of Institutional Advancement. Reporting to the Head of School and partnering closely with the Board of Trustees, the Director of Institutional Advancement will be responsible for all aspects of the School’s philanthropy and communications programs. Ideal candidates will possess a keen understanding of best practices in fundraising and communications, demonstrated success in major gift solicitation, and experience leading and mentoring teams. This is a remarkable opportunity to build upon CGPS’ history of generosity and spirit, refine the case for support, and strengthen the School’s program via the impact of philanthropy.



## Opportunities and Challenges

### **Strengthening the Culture of Philanthropy to Support Strategic Priorities**

Historically, CGPS has distinguished itself in the independent school arena by employing a unique financial model where tuition covers all operating expenses, therefore removing ‘the gap’ typically funded by philanthropic support on an annual basis. At the same time, fundraising was limited to selective capital giving, managed by the Board of Trustees. While there are advantages to this model, it weakened the case for support and therefore, overall community participation in CGPS’ philanthropic programs.

Under the leadership of Head of School Bill Donohue, Columbia Grammar and Preparatory School has increased parent participation through the augmentation of the Advancement Office and the creation of an annual giving program, the CGPS Fund, that provides crucial resources for programs and initiatives beyond the operating budget. This fund, along with the annual Benefit, raises meaningful dollars and reflects substantial, tangible progress toward building a stronger culture of philanthropy. CGPS is fortunate to have a large and active Parent Association. The Director of Institutional Advancement will continue to partner with PA leadership to build community. In addition, recent efforts have been made to connect with CGPS alumni and develop the alumni network. Sustained attention and effort over time are needed to increase support from this group. The School has also launched the silent phase of a capital campaign and obtained significant commitments; however, as with annual giving, there is a need and desire for further understanding of the positive impact of a capital campaign among the broader CGPS community.

Both the success of the CGPS Fund and the early stages of the capital campaign indicate that there is philanthropic capacity, affinity, and additional fundraising potential in the CGPS community; however, strategy and new program implementation will be required to nurture and educate the school’s constituents about the specific purpose of each fundraising program, as well as the community’s shared responsibility to support these programs. The next Director of Institutional Advancement will need to build upon the recent fundraising progress and strengthen the CGPS community’s culture of philanthropy.





### **Working in Partnership with the New Head of School and the Board of Trustees**

Columbia Grammar and Preparatory School's next Director of Institutional Advancement will work closely with Head-Elect Will Moseley and the Board of Trustees as a trusted, strategic partner. While the 2024-25 academic year will be Will Moseley's first year as Head at CGPS, he has had the advantage of spending considerable time at the school this year, working on the transition with Head of School Bill Donohue. Will is a very experienced Head of School and successful fundraiser who will be a strong partner for the next Director. At the same time, the next Director must be able to step in and lead the Advancement Office's efforts with annual giving, the capital campaign, alumni programming, the annual Benefit, Parent Association events, communications, and strengthening the school's culture of philanthropy.

The next Director of Institutional Advancement will also serve as the staff liaison to the Advancement Committee of the Board of Trustees. The Advancement Committee has a small group of active Trustees and works with several dozen parent volunteers. There is an opportunity for the new Director to share with the Board of Trustees the strategies and best practices for building a stronger culture of philanthropy both on the Board and in the CGPS community.

### **Mentoring the Advancement Team**

The Director of Institutional Advancement will oversee a talented and committed Advancement Team that includes an Associate Director of Institutional Advancement, an Associate Director of Alumni Relations and Events, an Annual Fund and Events Coordinator, and an Office and Database Manager. In addition, the Director oversees the Communications team, working closely with the Communications Manager and Communications Coordinator and partnering with the School's communications consultants. While the team members are dedicated, self-starters, they will benefit from a leader who communicates clearly, works collaboratively, and serves as a mentor, offering guidance and vision that inspire performance and professional growth.



### **Working Closely with Administrative Colleagues**

Close working relationships with academic and administrative colleagues are essential for the success of the School's advancement programs. At Columbia Grammar and Preparatory School, the next Director of Institutional Advancement will need to partner strategically with colleagues. The partnership with the Director of Admissions is especially important, ensuring alignment on messaging and outreach. Also, the Director of Institutional Advancement will work closely with the Chief Financial Officer, strengthening the case for philanthropy and its impact on CGPS' future.

## **Qualifications and Personal Attributes**

- 10+ years of fundraising experience. Independent school experience, along with knowledge and understanding of New York City, are preferred but not required.
- Deep grounding in all aspects of development work including annual giving, capital campaigns, major gifts, prospect research, alumni relations, communications, and special events;
- An understanding of the importance of mentoring and supporting the advancement and communications teams;
- The ability to cultivate and build strong and authentic relationships with a broad array of colleagues and constituents;
- A desire and ability to build community in an inclusive and thoughtful manner;
- Extensive organizational and people skills with experience in working independently;
- Respect for the importance of confidentiality and discretion;
- Excellent verbal and written communication skills;
- Interest in engaging in a lively and busy school environment;
- A joyous spirit and a fine sense of humor.



# Learn More

Click on the links below to learn more about Columbia Grammar & Preparatory School.

[School Website](#)

[College Matriculation](#)

[School History](#)

[About New York, New York](#)

[Virtual Campus Tour](#)



## To Apply

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- Samples of professional writing: newsletter, articles, communication to school community;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

### **Sara Shulman**

Practice Leader – Development and Finance/Senior Consultant  
sara.shulman@carneysandoe.com

### **Scott Nelson**

Senior Consultant  
scott.nelson@carneysandoe.com

*The full-time equivalent salary range for this position is \$225,000-\$275,000. The starting salary is based upon, but not limited to, several factors that include years of experience, education level, and expertise.*