



Chief Advancement Officer
Carrollwood Day School
Tampa, Florida

Carrollwood Day School is a world class co-ed IB school in Tampa, FL for college-bound students age 2 through 12th grade. Since the inception of Carrollwood Day School in 1982, CDS has prided itself on being a community of learners, growing from a preschool into a comprehensive program with three divisions through high school. Carrollwood Day School stands out as a leader in its commitment to educate the whole child and is recognized nationally for its academic excellence and its innovative school-wide emphasis on character development.

CDS has been an International Baccalaureate World School since 2005 and in 2009 became one of only six other schools in U.S. to provide IB programme to students from preschool through 12th grade. CDS is currently the only school on the West Coast of Florida to offer the IB curriculum for ages 3 - 12th grade. In 2019, CDS became a member of the Cum Laude Society, the most prestigious academic award a secondary school can earn. Additionally, CDS is one of only seven Cum Laude Society/ International Baccalaureate schools in the United States. Carrollwood Day School is 1 of 3 Cum Laude Society/ IB secondary schools in Florida and 1 of only 15 Cum Laude Society/ IB secondary schools in the United States (out of approximately 27,000 public, private, and charter schools).



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

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Chief Advancement Officer

The Chief Advancement Officer provides strategic and creative vision, leadership, and direction for all fundraising and internal and external stakeholder engagement activities for CDS. The CAO serves on the executive leadership team and manages the other members of the advancement team. The role requires the ability to articulate a genuine passion for CDS with the drive and talent to inspire others and achieve results.

Responsibilities

- Demonstrate a contagious, purpose-driven enthusiasm for the mission and vision of the school;
- Establish and meet data-driven fundraising goals tied to the school's strategic plan;
- Research and identify prospective donors and respective capacity;
- Strategically develop and implement creative corporate giving/partnership opportunities;
- Cultivate and steward relationships with prospective major donors;
- Provide strategic direction and support to the Head of School and key board members in all fundraising initiatives;
- Create funder profiles and other background prep materials for the Head of School;
- Develop and employ strategies to match projects and needs with donor interests and maximize donor interrelationships with faculty and staff;
- Manage members of the advancement team, including recruiting, hiring, training, mentoring, evaluating and disciplining as needed;
 - Manage all development operations, track progress of events, goals, and;
 - Oversee and ensure that all donor data is complete and accurate;
- Collect and analyze fundraising data and prepare and deliver reports;
- Model and foster the highest level of discretion, integrity, and other mission-aligned standards of conduct; hold team members and peers accountable;
- Partner with the Director of Marketing & Communication to develop a communications plan that effectively markets the philanthropic opportunities of the school;
- Maintain professional competence by attending staff development programs, curriculum development meetings, and other professional trainings and activities;
- Be active and engaged in the life and community of the school through various student and parent activities;
- Be a team player; cheerfully participate in and/or assist with other duties and routines regularly part of a school environment;
- Meet regular and timely attendance requirements, including occasional evening and other required events;
- Adhere to School policies as described in the Employee Handbook and other materials.



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Qualifications and Personal Attributes

- Bachelor's degree required; preferably in business, non-profit management, marketing, or other relevant field;
- A proven track record (5 years plus) of success, innovation, and progressive accomplishments in non-profit fundraising with experience in all or most areas (annual, capital and endowment campaigns, major gifts, multi-year giving, and planned-giving);
- Exceptional people skills; comfortable and confident connecting with a culturally diverse array of donors and constituents of the school;
- Experience with successful solicitations of individual donors to secure 5- and 6- figure gifts;
- Firm grasp of innovative and sophisticated fundraising tactics, including cultivation, stewardship and relational fundraising, event execution, creative campaigns, appeals and donor communications;
- A motivational communicator, both written and verbal, who is effective in 1-on-1 and group settings, comfortable with public speaking;
- Demonstrated ability to prioritize and successfully manage multiple projects and deadlines simultaneously;
- Make quality decisions that lead to successful outcomes;
- A working knowledge of and commitment to the Association of Fundraising Professionals code of ethical conduct;
- Excellent leadership skills with a track record of successfully managing people and projects;
- Strong collaborative skills and eagerness to partner with colleagues;
- Proficiency in Google suite of products;
- A high degree of professionalism, collegiality, and personal conduct both in and outside of school;
- Disciplined professionalism evident in commitment to ongoing growth and professional development in the field;
- Ability and willingness to work evenings and weekends and travel.



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Learn More

Click on the links below to learn more about Carrollwood Day School.

[School Website](#)

[Strategic Plan](#)

[School Profile](#)

[About Tampa, Florida](#)

Interested Persons Contact

Jonathan K. Ball
Managing Associate
Carney, Sandoe & Associates
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All inquiries and nominations are kept confidential.

Carrollwood Day School is committed to the principle of equal opportunity in employment. It is CDS' policy to provide equal employment opportunities and administer terms and conditions of employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.



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