



Director of Advancement
Episcopal Collegiate School
Little Rock, Arkansas

Founded in 1996, Episcopal Collegiate School is a PK-3-12 independent, college preparatory, co-ed day school of 785 students located in Little Rock, Arkansas. Rooted in the Episcopal tradition and affirming of all faiths, the School strives to develop in its students respect for all persons, reverence of God, and a sense of moral responsibility. Supported by a strong financial foundation, the School has experienced exceptional growth in all phases of school life and school operations. This is an extraordinary opportunity to lead an advancement department in a school with deep ties to its community and an unwavering commitment to the well-being of its students.



Director of Advancement

Reporting to the Head of School, the Director of Advancement is responsible for providing strategic oversight that promotes philanthropy in the promotion of the School's mission. The Director of Advancement plans and manages fundraising, alumni relations, and related events and communications. As a member of the senior leadership team, the director will work closely with fellow administrators, the Board of Trustees, and provide guidance to the Parents' Association. The Director of Advancement will partner with the directors of marketing and communications and admissions to ensure consistency with Episcopal Collegiate School's approach to marketing and brand awareness.



**Carney
Sandoe**
& ASSOCIATES

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Specific Responsibilities Include:

- Develops and implements both short- and long-term Advancement plans to meet established goals and objectives.
- Clearly articulates and promotes a strong case for the school's philanthropic needs and builds opportunities to enhance and sustain a culture that understands the relationship between philanthropy and the unique quality of Episcopal Collegiate School's education.
- Serves on the senior leadership team who oversee all day-to-day operations and help set strategic goals and planning for the school.
- Promotes a culture of inclusion within the philanthropy and marketing programs.
- Develop, train and evaluate a professional advancement team, which currently includes the Director of Annual Giving, and the Director of Alumni Relations.
- Cultivate relationships with key stakeholders across the school, parent and alumni communities, and implement programs that will bring donations to the school through direct solicitation or by facilitating solicitations made by the Head of School, Board members, and appropriate others.
- Support the growth of the alumni program by devising new ways to reach alumni in order to develop a more engaged alumni base.
- Ensure that ongoing project research, stewardship and computerized record keeping provide optimal support to the broader advancement effort.



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Specific Responsibilities Include (continued):

- Responsible for income goals for the annual fund and annual benefit each year. • Oversees potential capital or endowment campaigns.
- Works collaboratively with the Parents' Association with the goal of building community amongst current families.
- Continue and grow programming and oversee identification, cultivation, stewardship and solicitation of non-parent constituencies including alumni, parents of alumni, and grandparents with an eye to growing their engagement.
- Collaborate with the Director of Marketing and Communications to oversee efforts including development of the school's website, annual report, social media, weekly communications to parents, and an array of other digital communication.
- Collaborate with the Head of School and counsel on necessary crisis communications from time to time.
- Presents occasionally to trustees, parents, alumni, and other large and small groups of school constituents.
- Attends Episcopal Collegiate School's events and activities to foster pride and excitement for community life and values.



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Essential Qualifications and Experience:

- Experience leading and managing a dynamic and successful advancement team, preferably within the education sector.
- Significant involvement in capital campaigns and major gifts programs.
- Experience and comfort in individual outreach within and beyond a community; experience in outreach and broadening a donor base.
- Experience with successful advancement communication strategies.
- A track record of designing and building new initiatives while supporting existing programs.
- Experience in advancement data management, databases, stewardship programs and constituent research programs.
- Understanding of and commitment to equitable and inclusive practices, both as a leader and within philanthropic strategies.
- B.A. degree in business or related field and minimum of five years relevant experience in a non-profit environment.



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Interested Persons Contact

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All inquiries and nominations are kept confidential.

Episcopal Collegiate School does not discriminate on the basis of age, gender, religion, race, color, sexual orientation, gender identity, genetic information, disability, or national or ancestral origin in the administration of its educational policies, scholarship and loan programs, athletic and other School-administered programs, or in the administration of its hiring and employment practices. The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.



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