



Director of Development

Far Hills Country Day School
Far Hills, New Jersey

Far Hills Country Day School was founded in 1929 as the Mt. Kemble School in Morristown, NJ on the principles of the Progressive Education Movement with the enrollment of the first class of six kindergarten students. As enrollment increased, the school moved to Bernardsville, and then to our current location in Far Hills in 1938 where it occupied the Page House, a historic residence still in use by the school today. In 1944 the name of the school was changed to the current Far Hills Country Day School.

For more than 85 years, Far Hills Country Day School has provided students with a multifaceted educational journey that emphasizes academic excellence and character development. Far Hills Country Day School believes in a balanced approach to education that includes solid academics paired with valuable life skills and character development. The school's philosophy includes an emphasis on personalization and differentiation.



**Carney
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Director of Development

Reporting to the Head of School, the Director of Development (DOD) strategically partners with the Head of School, Trustees, and other key stakeholders to lead all School fundraising efforts and oversee the day-to-day operation of the School's Development Office, managing the successful functioning of this office and staff. The Director of Development serves as the administrative liaison to the Development Committee, Campaign Planning Committee and (in future) Campaign Steering Committee, attends Board meetings, and is a member of the School Leadership Team. The DOD is responsible for increasing and broadening the base of support from annual, capital, endowment and planned gifts and ensuring that donor engagement and cultivation opportunities lead to deeper and more meaningful connections to Far Hills, its mission, and priorities.

The position is highly visible in the community and brings with it the requirement and opportunity to build important relationships across all Far Hills' stakeholders — trustees, faculty and staff, parents, alumni, parents of alumni, grandparents, and students.

Specific responsibilities:

Fund Raising

- Initiate and lead plans for raising funds to meet the immediate and long-range endowment, capital and operating needs of the school.
- Manage all aspects of a future Capital Campaign.
- Manage an ongoing portfolio of major gift prospects and donors and ensure that timely steps are taken toward engagement and solicitation.
- Provide as needed Annual Giving Campaign support including identifying and recruiting leadership, strategizing marketing and soliciting major donors to meet the Annual Giving goal.
- Manage and direct staff and volunteers to implement signature fundraising events.
- Coach as needed and utilize key leaders (Head of School, Trustees, Development Committee and other key administrators/faculty) time and talent appropriately with respect to cultivation, solicitation and stewardship efforts.
- Research opportunities for grants to support school programs and initiatives and then write proposals.



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Management

- Serve as a strategic partner to the Head of School and all relevant team members to develop and implement strategic goals and initiatives for fundraising, alumni and grandparent engagement, parent relations and data management to ensure the short-and-long-term success of fundraising efforts.
- Work with the Head of School, administrative leaders, campaign committee and consultants to plan and execute capital initiatives and campaigns.
- Maintain a portfolio of Leadership donors to cultivate and solicit annual, special, campaign and planned gifts.
- Hire, manage, train, develop and evaluate the Development staff including the Associate Director of Alumni & Development, Special Events Coordinator and Parent Liaison and the Development Services and Alumni Relations Coordinator.
- Develop and manage annual operating budget for the Development Office.
- Prepare and update annual and long-range development plans.
- Produce Development Reports for Head of School, Board of Trustees and Development Committee to highlight progress towards goals and fundraising targets.
- Prepare and direct annual Volunteer Leadership plan, engaging and working collaboratively with the Parents' Committee to select the best volunteers for leadership positions in both fundraising programs/events and Parents' Committee.
- Oversee the design and production of all fundraising materials, publications and the Development Office website and social media presence.
- Serve on the Advancement Team, which includes the Head of School, Director of Strategic Communications, Director of Admission and the Director of Technology, and CFO.



- Ensure that all Development Office operations and financial reconciliation of records with the Business office are well managed and run smoothly.
 - Serve on the School Leadership Team and participate fully and wholly in the life of the school.
 - Work to involve leadership prospects in meaningful ways in strategic planning.
 - Act as the primary liaison to the Development Committee and Campaign Planning Committee.
- Manage and support the Major Gift Committee.
 - Assist Governance Committee with developing the “ones to watch list”.
 - Provide counsel and collaboration on all strategic planning initiatives directed toward fundraising, advancement related communications, and programs.
 - Assist the Head of School as requested in managing the Parents' Committee. Attend monthly Parents' Committee meetings.
 - Participate as an active member of national, regional and local professional organizations and attend selected conferences and workshops.
 - Perform other duties and responsibilities as assigned by the Head of School.



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Community/Relationship Building

- Educate the Far Hills community on the importance of philanthropy and its role in helping the school achieve its goals.
- Organize and execute Far Hills Family Partnership Program with HOS
- Manage moves management program to steward major donors, engage prospective donors and to identify future leaders.
- Assist in the development and implementation of 90th Anniversary initiatives for the purpose of building important relationships with families that will lead to increased investment in Far Hills through gifts of time, talent and treasure.
- Oversee the planning and coordinating of all Alumni activities/events and work with Associate Director of Development in managing the Alumni Board.
- Manage and direct all aspects of the Grandparent Program and Grandparent Steering Committee
- Attend Board meetings to further working relationships with key stakeholders.
- Manage and direct all aspects of the Trustee Ambassador Program for new families.
- In partnership with the Director of Enrollment and Placement, manage the Falcon Dad's Club.
- In partnership with the School Leadership Team and Service Learning Committee assist as needed in engaging all families in Community Service opportunities.
- Manage current parent engagement program through implementation of parent participation conferences for second-year families and encouraging new one-on-one family meetings with HOS.
- Engage with teachers through grade-level partnerships.

Donor Relations

- Manage the development and implementation of a strategic donor relations program including all cultivation, stewardship, recognition and relationship building events.
- Develop and manage the implementation of all Donor Impact Reports.
- Manage HOS donor relations activities.
- Develop and manage recognition activities/contacts to celebrate philanthropic behavior.
- Write grants



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Qualifications

- Demonstrated ability to embrace and share the school's mission
- Demonstrated ability to manage, evaluate and motivate a multi-faceted development staff, while meeting individual fundraising goals
- Track record of fundraising success. Knowledge and experience with successful major/leadership gift and planned giving solicitations a plus.
- Experience in organizing and conducting a Capital Campaign.
- Ability to think strategically and analytically
- Excellent organizational skills, ability to establish and manage multiple priorities, and ability to work gracefully under pressure
- Demonstrated experience, using excellent interpersonal and verbal and written communication skills, developing stakeholder relationships, support, and enthusiasm
- Ability to work collaboratively with a diverse group of faculty, staff, parents, and alumni with fairness, respect, consistency, and integrity
- Demonstrated ability to identify and implement "best practices" for advancement management
- Ability to travel, work evenings and weekends as necessary
- Bachelor's Degree, Master's Degree preferred
- 10 years of development experience



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Compensation and Benefits

Compensation will be both competitive and commensurate with the successful candidate's experience.



Interested Persons Contact:

Jonathan K. Ball
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Carney, Sandoe & Associates
617-933-3450 (dir)
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All inquiries and nominations are kept confidential.

Far Hills Country Day 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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