



Director of Advancement

Foxcroft School
Middleburg, Virginia

Mission

To help every girl explore her unique voice and to develop the skills, confidence, and courage to share it with the world.

Foxcroft School, one of the nation's leading all-girls boarding and day schools, offers an uncommonly beautiful setting in which to learn and grow. Located on 500 acres in Northern Virginia, Foxcroft focuses on preparing young women in grades 9-12 and postgraduate for full engagement and success in college and life. The School offers challenging academics and an interdisciplinary curriculum, including an impressive STEM program, combined with arts, athletics, and a forward-thinking focus on students' social and emotional well-being.

At Foxcroft, every girl is known and valued. By living and learning in such a supportive environment, Foxcroft graduates develop their intellect, voice, and character, and are ready to lead in their communities and the world.

Foxcroft School seeks an experienced and dynamic fundraising professional to lead its day-to-day advancement efforts. This is an exceptional opportunity to direct a highly-motivated fundraising team in the management and solicitation of both annual and capital gifts; the planning and execution of a large-scale capital campaign; the organization of special fundraising events; the cultivation of donors; and the engagement of constituents to support a well-regarded independent school with an unwavering commitment to student success and an impressive record of successful fundraising.

Fast Facts

Founded: 1914
2022-23 Enrollment: 165
Total faculty: 32
Faculty with advanced degrees: 66%
Faculty and staff of color: 19%
Student/teacher ratio: 5:1
Boarding students: 82% (21 states, 17 nations)
International students: 21%
U.S. Students of color: 21%
Financial aid and merit-based students: 56%
Endowment as of June 1, 2022: \$94.3 Million
The Foxcroft Circle goal for 2022-2023: \$900,000



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School History

Charlotte Haxall Noland founded Foxcroft School in 1914. Her dream was to create a school that “girls would want to come to and hate to leave because they loved it.” From the beginning, Noland’s highest aim and Foxcroft’s greatest responsibility has been to educate the whole student. Her efforts to instill high purpose, integrity, leadership, understanding, and empathy in students, along with — as the School’s motto states, *mens sana in corpore sano* (a healthy mind in a healthy body) — guides Foxcroft to this day.

A Strong Culture of Philanthropy

Foxcroft celebrated its centennial in the spring of 2014. Shortly after, the School received a \$40 million bequest, left by the grateful and generous alumna, Ruth Bedford 1932. Bedford’s gift is the largest ever bestowed on an all-girls secondary school. In 2022, Foxcroft received a gift of \$22 million from four Mars family alumnae, the largest gift given to the School by living donors.

Successful Fundraising

In 2018, Foxcroft celebrated the successful completion of its Centennial Campaign, a historic effort to strengthen the School’s endowment and to support our residential life program through the construction of a new dormitory, the upgrade of existing dormitories, and the renovation and repurposing of the oldest dormitory into the School’s Welcome Center. This \$75 million campaign finished \$4.9 million over goal and two years early, raising \$79.9 million which included the Bedford gift. During the course of the campaign, \$18.5 million in additional funds was raised in restricted gifts and for The Foxcroft Circle, the School’s annual fund. Overall, 588 donors gave to the campaign.

In 2022, Foxcroft School launched the **Building for Our Future Campaign**, a \$65 million, 10-year, four-phase effort that will renovate Schoolhouse, the main academic building, and the Music Building and build the Ruth T. Bedford 1932 Performing Arts Center and the Mars STEAM Wing. The campaign is designed to ensure Foxcroft’s educational spaces reflect our program and philosophy and is already halfway to the total campaign goal with the recent Mars family gift.



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Foxcroft's Program and Philosophy

The School's tradition of academic excellence and opportunity for women has been firmly established for more than 100 years. Yet, this longstanding mission to help each girl explore her unique voice and develop the skills, confidence, and courage to share it with the world has evolved into an impressive 21st-century program with increased emphasis on interdisciplinary and experiential learning, skills mastery, creativity, problem-solving, collaboration, and ethical leadership.

Foxcroft's approach reflects the belief in the integral connection between a girl's physical, mental, and emotional well-being and her academic success. The School emphasizes wellness through a research-based curriculum that is delivered in the classroom, in the residential program, and through an active and healthy lifestyle. Combined with personal attention that acknowledges students' varied interests, gifts, and learning styles, the School prepares its graduates exceptionally well to learn and lead in college and beyond.

Foxcroft's academic program offers 77 courses in six core disciplines, including 21+ AP and Advanced offerings, as well as opportunities for independent study, additional courses online through One Schoolhouse, and a distinct humanities track for non-native English speakers. The multifaceted STEM initiative offers students an advantage in crucial fields typically underrepresented by women and requires students to take seminars in Digital Literacy, Wellness, and Financial Literacy. Foxcroft is the first school in Virginia to partner with Purdue University's EPICS engineering program.

Among the School's signature programs is Foxcroft's Exceptional Proficiency (EP) Program, which enables students with demonstrated talent and passion to spend time away from campus to train, compete, and pursue personal dreams, while receiving the academic support to fulfill the School's educational standards. Foxcroft also offers an Academic Concentrations Program that allows a student to focus her studies in one of several specific areas, above and beyond the requirements for graduation. The Academic Concentrations Program affords a unique opportunity for students to pursue deep learning in and out of the classroom in an area of passion for them.

In all, the School paves a path for academic, social, and interpersonal growth; provides the foundation for lifelong learning; and helps every girl explore her unique voice.



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Diversity and Inclusion

The Foxcroft community welcomes and celebrates the diverse histories, experiences, and identities of each of its members and believes that shared experiences — formal and informal — within a diverse community foster authentic human relationships and growth. The School also supports teachers and students in their journey toward greater human understanding and personal development through a variety of courses and topics studied throughout the curriculum and through programming, student organizations, leadership development, and professional development opportunities.

The School's core values of respect, integrity, kindness, and service to others guide the community's work of supporting each student and developing an inclusive culture comprised of students and faculty of different backgrounds from across the country and around the world. Knowing that students graduate to live and work in a global community — where cultural competencies, collaboration, empathy, and inclusion are essential skills — Foxcroft encourages all members of the community to pursue knowledge, recognize their personal biases, view a topic from multiple perspectives, and demonstrate respect for other viewpoints. In addition, through open discussion and a variety of activities, student-led groups help increase understanding about issues of diversity and encourage students to engage in active listening and learning. For girls who share a common identity or life experience, affinity groups offer an important framework of association and belonging.



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Our Campus

Foxcroft School's 500-acre campus is rich in natural beauty. A short distance from downtown Middleburg, the main campus blends historic and modern buildings, including the main Schoolhouse, the Brick House Dining Hall, the Audrey Bruce Currier Library, and the Northcross Health Center. Among the dormitories is Stuart Hall, a 2014 gold-LEED certified residence hall that has won a number of design awards. In 2016, the other four dormitories were renovated and upgraded. The former Court Dormitory was repurposed into an attractive Welcome Center and administrative offices, ensuring the preservation of this historic building.

The campus also includes a state-of-the-art Athletic center, a swimming pool, tennis courts, athletic turf fields, horse stables and riding track, and the Duncan H. Read Observatory. Thoughtfully spaced around the rim of the campus are numerous faculty houses and a guest house for visitors.

Middleburg, Virginia

Middleburg is an attractive, tree-lined village located in Northern Virginia, in the foothills of the Blue Ridge Mountains 40 miles west of Washington, D.C., and 15 miles from Leesburg. Known as "The Nation's Horse and Hunt Capital," the town is surrounded by rolling, open countryside and is the site of world-class equestrian competitions. Middleburg has numerous historic landmarks, a vibrant local arts scene, and both fine dining and high-end shops. The oldest building in town, the Red Fox Inn & Tavern, was originally established in 1728 by Joseph Chinn as Chinn's Ordinary and is billed as the oldest continually operated inn in the U.S. The Hill School, a JK-8 coeducational independent school, is also located in Middleburg. Dulles International Airport is 26 miles from campus.

Professional Memberships

Foxcroft is a member of the Virginia Association of Independent Schools (VAIS), the National Association of Independent Schools (NAIS), the Association of Boarding Schools (TABS), the International National Coalition of Girls' Schools (NCGS), National Business Officers Association (NBOA) and the Council for the Advancement and Support of Education (CASE), among other professional associations.



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Director of Advancement

The Director of Advancement reports directly to the Executive Director of Institutional Advancement to advance the mission and vision of Foxcroft and strengthen the School's already strong culture of philanthropy through leading a diverse and multifaceted fundraising program to support the School's strategic vision and cultivate a culture of giving across all constituencies. The Director of Advancement will serve as the day-to-day leader of the Office of Institutional Advancement, managing and inspiring a talented fundraising team of seven responsible for such efforts as annual giving, alumnae engagement, advancement services, and the Building for Our Future Campaign. The Director of Advancement is responsible for designing and implementing a comprehensive and strategic fundraising plan that builds upon the existing work of the Office of Institutional Advancement and identifies new opportunities to attract the maximum gift support possible for Foxcroft School. It is the School leadership's aspiration that the Director of Advancement will succeed the Executive Director of Institutional Advancement upon her retirement in the summer of 2024.



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Core Responsibilities

The Director of Advancement will:

- Establish, execute, and oversee strategic, results-oriented advancement initiatives that grow annual, major, leadership, capital, endowment, and legacy gifts.
- Cultivate, solicit, close, and steward leadership/major/planned gifts in support of The Foxcroft Circle, the School's Building for Our Future Campaign, and other leadership-designated needs.
- In collaboration with the Executive Director of Institutional Advancement, the Head of School and the Board Advancement Committee Chairs, coordinate all fundraising efforts to ensure the success of annual and capital goals.
- Work independently, with the Advancement team members, with senior Administrators, and with the Advancement Committee of the Board of Trustees to develop annual and capital solicitation strategies and to identify and qualify a broad pool of potential donors.
- Recommend/advise/set individual fundraising goals and constituent engagement goals for each Advancement team member.
- Manage a portfolio of approximately 100 leadership/major gift prospects/donors.
- Travel to engage Foxcroft's 5,000-member constituency.
- Cultivate and expand current giving by planned gift donors and integrate planned gift objectives into major gift asks.
- Build key relationships with alumnae, current and past parents, grandparents, and friends.
- Help identify and coordinate donor visits and cultivation strategies for the Head of School, Trustees, and other volunteers.
- Develop and expand philanthropic efforts with international constituencies.
- Plan and execute donor events, regional events and on-campus events and attend other community events as appropriate. Coordinate donor events and travel with the Head of School's Office.
- Manage prospect research and identify strategies to secure new donors and increase giving from current donors.
- Oversee management of RE/NXT donor database and provide comprehensive development reports as required.
- Direct a donor relations and stewardship program that promotes consistent and meaningful interaction with and recognition of donors.
- Maintain complete and timely records of contacts with prospects and volunteers.
- Identify corporate and foundation funding opportunities and help draft grant applications.
- Develop all advancement materials, both general and individualized, needed for the cultivation, solicitation, and stewardship of prospects and donors.
- Oversee and guide staff who support the Alumnae Council, Parents' Association, and affinity groups.
- Oversee all administrative aspects of the office such as hiring and onboarding of new staff, staff evaluations, staff meetings, office calendar, retreats, professional development opportunities, budget, etc.
- Other duties as assigned.



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Desired Qualifications and Qualities

The most competitive candidates will offer most or all of the following qualifications and qualities:

Professional Qualifications

- A bachelor's degree and five or more years of not-for-profit advancement experience, preferably in independent schools or higher education
- Proven track record of building excellent donor relationships and success in cultivating, soliciting, and closing five/six/seven figure annual and capital gifts
- Strong leadership, managerial, and supervisory skills necessary
- Experience executing multiple projects simultaneously and meeting continuous deadlines
- Knowledge of planned giving opportunities and practices
- Knowledge of grant writing
- Excellent oral and written communication skills
- Computer proficiency and experience with fundraising databases; Raiser's Edge preferred

Personal Qualities

- Exceptional interpersonal skills and the ability to communicate with inspiration and clarity
- A commitment to the Diversity, Equity, Inclusion and Belonging goals of the School
- Highly organized and detail-oriented
- Teamwork and diplomacy skills
- A demonstrated ability to work independently as well as a member of a team
- Ability to travel, to work flexible hours as necessary, including evenings for special events, meetings or other commitments
- Willingness to engage in the life of the School
- Commitment to navigating one's personal and professional life with the highest level of integrity
- Adaptability, honesty, confidentiality, self-reliance, dependability, flexibility, willingness to listen and learn, work ethic, determination, persistence, problem-solving, analytical skills, ability to collaborate and congeniality are essential.



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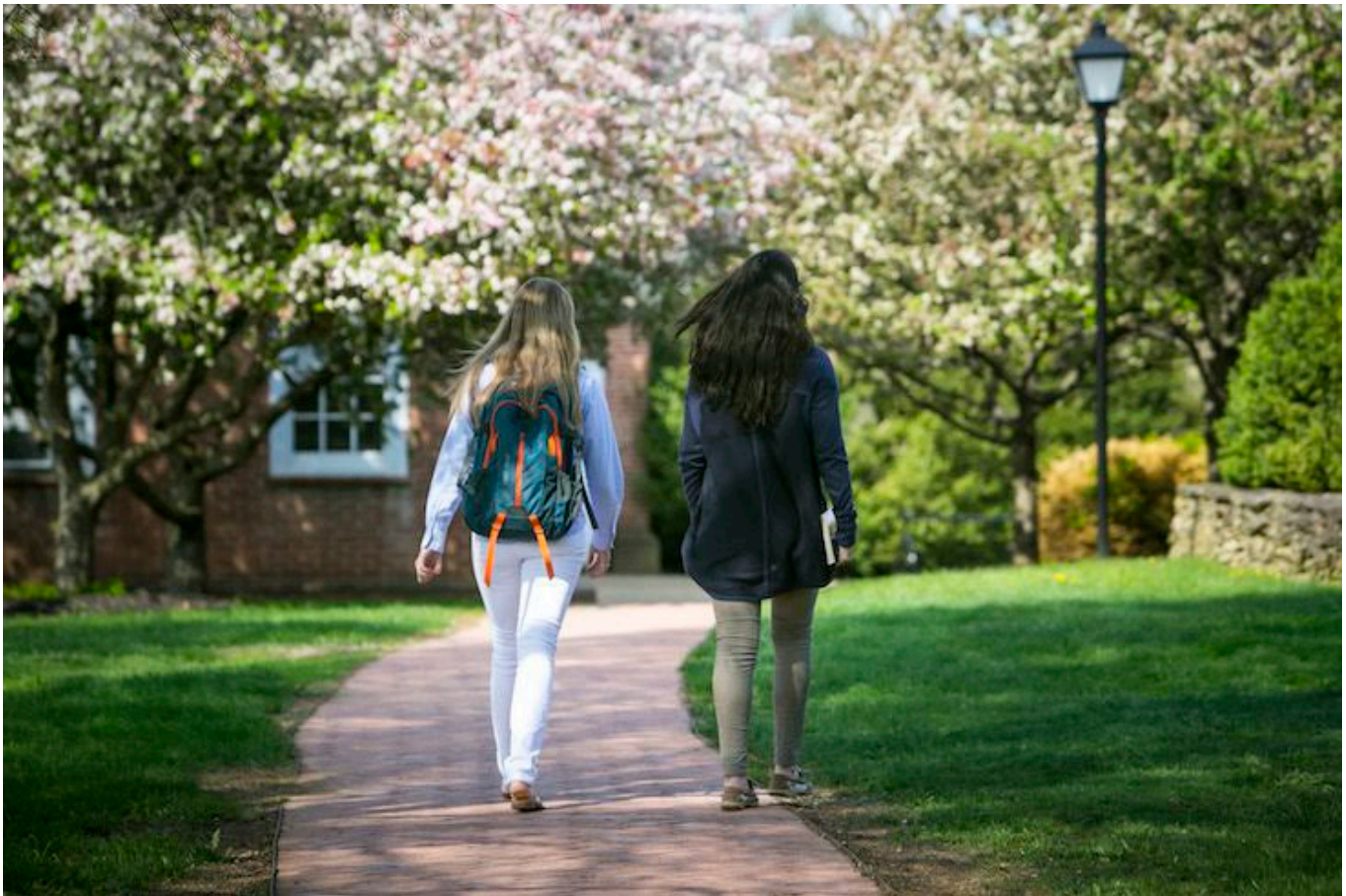
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Interested Persons Contact:

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All inquiries and nominations are kept confidential.

Foxcroft 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 in 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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