



Director of Development

Gilman School
Baltimore, Maryland

Gilman School owes its very existence to the imagination of one young mother, Anne Galbraith Carey, who sought a quality education for her eight-year-old son, Frank. With assistance from Dr. Daniel Coit Gilman, the first president of Johns Hopkins University, Ms. Galbraith Carey opened The Country School for Boys on September 30, 1897, the first country day school in the nation, on the Johns Hopkins campus. The school moved to its current 68-acre campus in Roland Park in 1910, and became Gilman School in 1951.

Today Gilman is a diverse community of more than 1,000 boys in grades kindergarten through 12 who come from all backgrounds and segments of the Greater Baltimore area. Gilman remains committed to the ideals Mrs. Carey instilled more than a century ago, and continues to help boys develop in mind, body, and spirit while preparing them for college and a life of honor, character, leadership and service.



Carney
Sandoe
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com

Director of Development

The Director of Development will report directly to the Headmaster and will lead an office of development professionals. S/he will support the Headmaster in the leadership and operation of the entire school and will be a member of the Administrative Council, which is the School's leadership team that ensures alignment between mission, program, and operation. In addition to serving on the Executive Committee and the Development Committee of the Board of Trustees, s/he will also engage more broadly in work with trustees, alumni, and parents.



Essential Responsibilities:

- Creating the strategic vision for cultivation, solicitation, and stewardship of short- and long-term philanthropic giving to support the School's mission and operation
- Accomplishing the fundraising and donor-relation goals associated with that vision;
- Thinking creatively about the nature of effective development work in a competitive market and with an increasingly diverse donor base;
- Overseeing a Development Office of more than a dozen members which include annual giving, alumni relations, special and planned gifts, and prospect research and management
- Engaging trustees, alumni, and parents in development work;
- Aligning fundraising targets with annual and long-term budget priorities and needs, as set by the Headmaster and Board of Trustees;
- Ensuring the success of The Gilman Fund, the School's annual giving effort;
- Planning and leading periodic capital and endowment campaigns;



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- Upholding best-practice policies related to gift acceptance and stewardship;
- Overseeing the administration and stewardship of the Board of Trustees;
- Setting the agendas for the Trustees Committee on Development in coordination with the committee chair;
- Reporting to the Board of Trustees, in committee and as a full board;
- Involving her/himself in the overall life of the School; and
- Perform other duties as assigned.



Qualifications:

- Significant experience in and passion for development work;
- Demonstrated interest in and enthusiasm for Pre-K through 12 education;
- Capacity to advance the community's efforts to be diverse, inclusive, and equitable;
- Ability to work closely and collaboratively with others;
- Strong written and oral communication skills;
- A sense of humor; and
- Embodiment of the Gilman Five: Honor, Integrity, Respect, Humility, Excellence.



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Compensation/Benefits

Gilman offers a rich, nurturing environment, competitive salary and benefits, and a chance to make a difference in this important position.



Interested Persons Contact:

Jonathan K. Ball
Managing Associate
Carney, Sandoe & Associates
617-933-3450 (dir)
jball@carneysandoe.com

All inquiries and nominations are kept confidential.

The Gilman 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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