



**HOLTON-ARMS
SCHOOL**

Director of Advancement Services

Holton-Arms School
Bethesda, Maryland

Founded in 1901, Holton-Arms is a college-preparatory school for 665 girls grades 3-12 dedicated to the “education not only of the mind, but of the soul and spirit.” The School provides rigorous and dynamic programs in the traditional academic areas, the fine and performing arts, and athletics. At Holton-Arms, young women of diverse backgrounds can take risks, learn from mistakes, pursue opportunities for leadership, and build lifelong friendships. Holton-Arms is a vibrant community that values consistency and order as well as creativity and freedom.

The School seeks to develop personal integrity and the sense of responsibility that help young women to make wise and ethical choices. Holton-Arms works to build the values of respect, compassion, and service to others, within the School and in local, national, and global communities. With intellectual curiosity, self-reliance, tenacity of purpose, and commitment to others, Holton women will make a difference in a complex and changing world.



**Carney
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Holton-Arms Development Office

The Development Office drives all fundraising and engagement programs for Holton-Arms. The Annual Fund, Alumnae Relations, Constituent Relations, Planned Giving, Major Gifts, Stewardship and Special Gift initiatives are all functions of the Development Office.

Development Office Mission

The Development Office cultivates and sustains meaningful relationships to secure essential financial resources to advance the mission of Holton-Arms School.

Director of Advancement Services

The Director of Advancement Services is responsible for overseeing the facilitation of constituent tracking and pipeline management, relationship management, research and reporting, and stewardship. This position will be responsible for the understanding and implementation of industry-standard best practices.

This position reports directly to the Director of Development (DoD) and serves as a member of the leadership and decision-making team within the Development Office. This position is a full-time, twelve-month position.

Responsibilities

- Embody the Tenets of Staff Excellence at Holton-Arms (see below)
- In concert with office leadership, innovate and manage the overarching stewardship program
- Provide oversight of portfolio and prospect management systems and manage the tracking of strategic metrics, which serve as a dashboard of indicators for fundraising performance
- Work closely with DoD, Major Gift Officer and other key staff to develop a strong donor pipeline from Annual Fund through Major Gift levels
- In partnership with the DoD, develop and document Development Office processes to create greater efficiencies
- Create reports to influence data-driven programmatic decisions
- Liaises with Development Database Manager to ensure data integrity
- Develop and conduct strong prospect research practices, including web and specialized software research, prospect identification and analytics
- Provide oversight of donor recognition and cultivation/stewardship activities and events
- Support a culture of philanthropy through creation of annual report and other vehicles for impact
- Other duties as assigned



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Tenets of Staff Excellence at Holton-Arms School

1. **Professionalism:** Staff of excellence maintain the highest professional standards, seek not only to follow, but also set industry best practices and continually pursue opportunities to grow professionally.

2. **Commitment to School:** Staff of excellence display a sincere commitment to the School's mission in words and actions, seek to advance its strategic initiatives, and serve as advocates of the school.

3. **Commitment to Community:** Staff of excellence cultivate relationships with colleagues, parents and volunteers to effectively progress the work of the school and build a vigorous community.

4. **Strong Ethical Principles:** Staff of excellence exhibit personal integrity and honorable behavior, and model strong ethical principles in the school community. They embrace their responsibility to serve as role models for colleagues and students.

5. **Communication:** Staff of excellence communicate in a timely and thoughtful manner. They engage in open dialogue and take an active role in receiving and disseminating appropriate information, particularly in the performance of their duties.

6. **Customer Service:** Staff of excellence demonstrate a commitment and desire to help others. They deliver prompt, knowledgeable, and gracious service in the performance of their duties and follow-through with those they have served.

7. **Positive Demeanor:** Staff of excellence treat others with respect and value diversity of identity and thought. They project a warm, positive outlook and attitude in order to create a healthy environment in which to work and learn.

8. **Consistency and Reliability:** Staff of excellence perform their duties consistently and reliably.



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Qualifications

A bachelor's degree and 5+ years of experience in advancement services, with extensive expertise using Raiser's Edge to its full potential. Excellent analytical and quantitative skills including the ability to manipulate, analyze, and interpret data and statistical models are required. Ability to provide recommendations based on analysis in support of strong Advancement practices is important. This position requires proficiency with database structures, including an aptitude for database report writing tools and a demonstrated aptitude for new and emerging technologies. The ideal candidate will possess strong project management skills and the ability to translate team and program needs into action-oriented plans.

Other qualifications include: a sense of humor, effective time management skills, familiarity with various software including Veracross, Holton's database of record, and Omatic, a plus.

Compensation and Benefits

Holton-Arms provides competitive salaries, [excellent benefits](#), [programs for professional development](#), and the opportunity to work with some of the best faculty, staff, and students.



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Interested Persons Contact

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All inquiries and nominations are kept confidential.

The Holton-Arms School does not discriminate on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, gender identity, disability or genetic information in the administration of its hiring, educational policy, admissions, financial aid practices, or of its athletic and other School-administered programs.



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