

# DIRECTOR OF ADVANCEMENT SEARCH

## LINDEN WALDORF SCHOOL

Nashville, Tennessee

[lindenwaldorf.org](http://lindenwaldorf.org)

Start Date: July 2023 or Sooner



**Linden Waldorf**  
SCHOOL



**Carney  
Sandoe**  
& ASSOCIATES

[CARNEYSANDOE.COM](http://CARNEYSANDOE.COM)

# Mission Statement

Linden Waldorf School's mission is to provide education that honors the developmental stages of childhood, cultivates a love of learning, and addresses the whole child through the head, hands, and heart.

## At a Glance



Established  
**1997**



Enrollment  
**150**



Financial aid awarded  
**\$534k**



Student-faculty ratio  
**1:12**



Students of color  
**28%**



Total faculty  
**29**



Campus size  
**12-acres**

Zip codes represented: 26

Faculty of color: 20%

Faculty with advanced degrees: 38%

Students receiving aid: 30%

Endowment: \$900k

Annual operating budget: \$2.55M



## Overview

Linden Waldorf School is a highly regarded coeducational, independent day school in Nashville serving students in preschool-grade 8 where imagination is in the making. The Linden Waldorf experience educates the whole child through the organic unfolding of the school's developmentally appropriate curriculum. Utilizing a time-tested, international pedagogy, the school provides a deeply integrated and cross-disciplinary education that prepares children to shape new possibilities for the future. The deep and creative, child-centered curriculum helps students develop creative problem-solving skills, critical-thinking skills, perseverance, and a lifelong love of learning, all in a nurturing environment.

Linden Waldorf School was formally established as a nonprofit organization in 1997 by a group of passionate educators, parents, and community members sharing a vision to educate children in a way that nurtures their will, passion, and intellect, and inspires a love of learning. With dedication and love, they grew the school from one preschool class into a full educational program extending through eighth grade. Linden graduates emerge as confident, thoughtful, and compassionate leaders eager to listen and ready to engage with the world around them. Linden is preparing the next generation of confident scholars poised to become resilient, courageous, and meaningful contributors to the world. Situated on 12 beautiful acres in the dynamic and highly desirable Green Hills neighborhood of Nashville, Linden Waldorf is an appealing option for young families in the vibrant and dynamic city of Nashville. The school's unique campus provides abundant opportunities for outdoor play and exploration in one of the fastest growing and most vibrant and dynamic cities in North America. The school is accredited by the Southern Association of Independent Schools (SAIS), the Association of Waldorf Schools of North America (AWSNA), the Waldorf Early Childhood Association of North America (WECAN) and is an active member of the National Association of Independent Schools (NAIS).

The school is seeking a dynamic leader to assume the role of Director of Advancement effective no later than July 2023. The Director of Advancement is responsible for growing the school's donor base and realizing untapped opportunities for financial support by overseeing the facilitation of prospect identification 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. Collaborating with the Head of School and the school's leadership team, the Director of Advancement will ensure that advancement priorities align with Linden Waldorf School's mission and strategic plan. As a member of the administrative team, this individual will interact with a wide variety of stakeholders and will ensure that the school's messaging appeals to a culturally broad cross-section of the Nashville community. Successful candidates will be experienced in thinking strategically and planning collaboratively and nimbly, and the capacity to take initiative and serve as an inspiring spokesperson for the school.



## Opportunities and Challenges

Looking ahead, Linden Waldorf's Director of Advancement will address the following priorities, opportunities, and challenges:

### **Building a Case for Support for Annual and Capital Giving**

The Linden Waldorf community contributes generously to the school's annual giving program. Last year, the school received over \$550k and reached 100% family participation. The program is supported by parent volunteers but would benefit from clearer articulation of the needs of the school and how programs benefit from the philanthropy of the community.

At the same time, the school has significant long-term goals to ensure the future stability of the institution, including, but not limited to, the creation and implementation of a campus master plan and the growth of the school's endowment (currently \$900k) to provide financial security. The Director of Advancement will be charged with the development and execution of a capital campaign to support these goals.

### **Strengthening Advancement Systems and Communications**

The Director of Advancement will be responsible for leading and organizing a fundraising program utilizing industry best practices including the maintenance of a constituent database, donor pipeline, and gift entry and acknowledgment program in keeping with IRS regulations.

### **Collaborating with Administrative Leadership and Faculty**

As a member of the senior administration, the Director of Advancement will collaborate closely with the Director of Admissions, Director of Finance and Operations, academic leadership, and administrative staff on goal setting, communications, program implementation, and team building. The Director of Advancement is expected to be a full member of the school community, embracing the day-to-day, all-hands-on-deck energy needed to run a lively and dynamic school.



### **Working Successfully with and for the Head of School and Board of Trustees**

The Director of Advancement must become a trusted and reliable partner to Head of School Kim Richardson and the Board of Trustees. Kim is a gifted and passionate fundraiser, and the Board is comprised of dedicated and talented strategic thinkers. They are eager to collaborate with a thought partner who will increase philanthropy at the school to allow the school to fulfill its strategic goals and prepare for the future.

### **Developing Cultivation and Stewardship Programs for All Constituents**

There are opportunities to strengthen programs for key constituents, including but not limited to parents, alumni, parents of alumni, grandparents, and local community members. The Director of Advancement will be charged with creating new and innovative constituent programs and developing unique giving programs for each constituency.

### **Enhancing the Special Events Program**

The Director of Advancement will partner with professional and volunteer leadership to oversee the school's annual events program. They will also identify and execute opportunities to increase philanthropic support and greater community awareness of and engagement with Linden Waldorf School via events.



## Qualifications and Personal Attributes

Candidates for the position of Director of Advancement should possess the following qualifications and attributes:

- Five to seven years of experience in fundraising. Independent school experience is preferable but not essential;
- Knowledge and understanding of the greater Nashville area is desirable, but not required;
- Interest in leading a one-person office; deep grounding in all aspects of development work including annual giving, campaigns, prospect identification, cultivation and stewardship, and database management;
- The ability to cultivate and build authentic and meaningful relationships with constituents having diverse opinions and nuanced views;
- Outstanding communication and public-speaking skills;
- An understanding of nonprofit finance and IRS- compliant gift recording and recognition practices;
- High emotional intelligence, deep empathy, and discretion;
- A terrific sense of humor and the desire to connect with and support the day-to-day life of an energetic and lively campus.

# Learn More

Click on the links below to learn more about Linden Waldorf School.

[School Website](#)

[The Linden Waldorf Method](#)

[Guiding Principles](#)

[About Nashville, Tennessee](#)



## To Apply

Interested and qualified candidates are invited to contact the consultant in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this position;
- A current résumé;
- A list of five professional references with the name, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

**Sara Shulman**

Search Consultant

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