

Manlius Pebble Hill School

Director of Development

Manlius Pebble Hill School
Syracuse, New York

Manlius Pebble Hill School, Central New York's only PreK-12 independent school, seeks an experienced Director of Development to lead an exciting new chapter in its storied 150-year history. This welcoming educational community consistently provides the 330 day students in grades PreK-12 with high levels of academic challenge and engaging opportunities to excel in the arts, athletics, and community service. As the CNY region prepares for [transformational investments](#) and economic growth ahead, and under the leadership of new [Head of School](#) Jim Foley, Manlius Pebble Hill School is positioned to continue as the premier educational institution for families in the region. Please learn more at www.mphschool.org.

The ideal candidate will be an engaging and dynamic leader who can demonstrate best practices in management, fundraising, trustee and volunteer relations, and alumni and parent programs.



Carney
Sandoe
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

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Director of Development

The Director of Development is responsible for providing leadership for and strategically managing the school's fundraising programs, including the Annual Fund, Capital and Major Gift Campaigns, and Planned Giving. The Director of Development also manages and oversees Special Events and Alumni Relations. The Director attends all Board of Trustees meetings, supporting the Board's Advancement Committee Chair, staffing the work of the Advancement Committee, and attending and staffing the Board's Governance Committee. The Director of Development participates in the policymaking of the school as a member of the senior administrative team.

Specific duties include, but are not limited to:

- Produce adequate funds for current operations, special projects, & capital growth.
- Develop the annual Institutional Development Plan, working in concert with the current Strategic Plan.
- Develop an annual budget directly linked to the priorities of the department and the institution.
- Recommend funding goals for the fiscal year to the Head of School and the Development Committee of the Board of Trustees.
- Identify, cultivate, and steward major donors. Develop relationships with key donors and develop strategies that will bring donations to the school through direct solicitation or by facilitating the Head of School, Board members, or volunteers in directly securing the gifts.
- Oversee the annual fund planning, and its yearly solicitation and communications strategy and schedule, with the Director of the Annual Fund.
- Plan and implement strategic initiatives such as capital campaigns or major gift initiatives.
- Develop an effective planned giving program.
- With the Advancement Services Manager, oversee the gift reporting, acknowledgments, accounting, and data management of the Development Office.
- Oversee events that promote the connection of constituents.
- Oversee the work of the Parents' Association, including volunteer management efforts that support fundraising and events.
- Steward endowment gifts and oversee a stewardship program.
- Attend and staff all Governance and Advancement Committee meetings, setting agendas with the committee chair and providing all research and data needed to achieve stated goals.
- Work with the Head of School as a member of the Administrative Team to implement Head's goals and vision for the institution.
- Set direction and support the goals for each member of the Development team
- Supervise the staff in a manner that will maximize their talents and encourage professional growth.



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Requirements

- Bachelor's Degree
- Minimum 7 years of successful front-line fundraising experience, with 3+ years of leadership experience managing a team
- Prior experience in educational alumni and development work is strongly preferred

Key Skills and Qualities

- Strategic mindset combined with tactical savvy
- Exceptional interpersonal communication skills
- Ability to travel to conferences and out-of-town fundraisers as schedule requires
- Interest in and commitment to being a highly visible and gracious member of the school community both on and off campus.
- Demonstrated success at securing gifts that move the needle on behalf of a non-profit community-based organization
- Facility with fundraising databases required, with Raiser's Edge experience preferred
- Passion for and understanding of independent education
- Positive, "can-do" attitude with demonstrated ability to work well independently and in a team
- Strong cultural competency skills, with demonstrated commitment to furthering an equitable and inclusive school community that supports a strong sense of belonging
- Creative, kind, resourceful, and calm under pressure – predisposed to laugh and have fun often.



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Living in Syracuse

With approximately 150,000 denizens, Syracuse is the fifth most populous city in New York State; the surrounding metropolitan population is just over 600,000. Over the past two centuries, the city has functioned as a major industrial crossroads, first between the Erie Canal and the railway systems and today at the intersection of Interstates 81 and 90. Its recently renovated and expanded airport is the largest in the region, offering non-stop service to several U.S. cities. The city is home to Syracuse University, a major research university, and Le Moyne College, a nationally recognized liberal arts college. It's also home to SUNY College of Environmental Science and Forestry and SUNY Upstate Medical University. The presence of these institutions of higher education drives much of the economic and cultural activity in [Central New York](#). Other major economic drivers are hospitals, service industries, transportation, and various companies, including an Amazon distribution facility and 5G manufacturing plant.

In essence, [Syracuse](#) comprises a network of neighborhoods, in addition to a robust downtown area, which includes the attractive Hanover Square and Armory Square. The city has a lively arts scene, including the I.M. Pei designed Everson Museum of Art, the Syracuse Symphoria, and Syracuse Stage. The city hosts numerous annual cultural and music festivals. Sports lovers will enjoy Division I athletic competition in numerous sports, while wearing orange. Baseball and hockey fans will appreciate downtown access to the Syracuse Mets (AAA affiliate of the New York Mets) and the Syracuse Crunch (AHL affiliate of the Tampa Bay Lightning). Otherwise, New York State's numerous beautiful parks, the Finger Lakes region, the Adirondacks, and the Thousand Islands area are just a short drive from Syracuse.



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Salary and Compensation: Manlius Pebble Hill provides a strong benefits package with a salary range of \$85,000 - \$110,000 based upon education and years of experience and knowledge.

Interested Persons Contact

Jonathan K. Ball
Managing Associate
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617-933-3450 (dir)
jball@carneysandoe.com

All inquiries and nominations are kept confidential.

Manlius Pebble Hill School has a long-standing commitment to the principles of equal employment opportunity. We strive to provide a welcoming educational environment where the value and dignity of every member is respected. In keeping with this commitment, we will continue recruitment, employment, compensation, terms, conditions, and privileges of employment of qualified persons without regard to gender, race, sex, religion, national origin, disability, veteran status, sexual orientation, or any other category protected by applicable federal, state, or local law.



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