



Masters

Director of Alumnae/i Engagement

The Masters School
Dobbs Ferry, New York

The Masters School (www.mastersny.org) is a premier coed day and boarding school that engages 5th – 12th grade students with a challenging academic program in a welcoming learning environment. Located on 96 picturesque acres overlooking the Hudson River, The Masters School community takes advantage of both its access to the tri-state area and its proximity to the rich cultural and educational magnet that is New York City. Students benefit from the resources, diversity and activities of Masters' 7-day campus and accessible, talented faculty and staff. From the exceptional academics and outstanding visual and performing arts program to the championship athletic teams, the Masters learning experience prepares students for success in college, career and life.



Mission And Beliefs Statement

The Masters School celebrates active participation, deep understanding, and meaningful connection. A community of diverse individuals, we gather to learn, to strive, to dare, to do – to be a power for good in the world. In addition, The Masters School seeks employees committed to the work of advancing equity and social justice in the school community and beyond. A community of diverse individuals, we celebrate both our differences and our similarities, and we embrace a broad definition of diversity that includes but is not limited to age, race, ethnicity, gender, ability, religion, sexual identity and socioeconomic status. Masters seeks diverse candidates to serve our student body, and we expect all employees to engage in the work of inclusion as a critically important aspect of working in our school setting.



**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 Alumnae/i Engagement

The School is launching the public phase of its historic \$100M comprehensive campaign, and the Director of Alumnae/i Engagement is tasked with leading, managing and growing opportunities for alumnae/i engagement and support for the School and serve as a critical member of a dynamic campaign team. The Director reports to the Associate Head of School for Institutional Advancement and collaborates with advancement staff, alumni volunteers, key internal stakeholders and colleagues. The Director oversees all aspects of alumnae/i programs both on and off campus and serves as the chief liaison with the Dobbs Alumnae/i Association Board. A friendraiser and a fundraiser, the Director is chiefly responsible for the creation and oversight of a comprehensive program of events, activities and communications intended to increase alumnae/i engagement with each other and the School, and also to grow alumnae/i giving.

Key Responsibilities

Engagement

- Establish and build relationships with a wide range of alumnae/i locally, regionally, nationally and internationally
- Plan, implement and promote programs that strategically engage alumnae/i and that are consistent with the School's rich traditions
- Staff the Dobbs Alumnae/i Association Board of Directors
- Plan annual Reunion Weekend celebration that takes place on campus each May. As the organizer of Reunion, the Director coordinates, plans and oversees the multiplicity of details, from inception through execution, to follow-up and evaluation.
- Recruit and manage Class Notes editors, class agents and Reunion volunteers while working to grow the alumnae/i volunteer base through the creation of new opportunities
- Ensure accurate and complete alumnae/i database records; find new and creative ways to obtain and update alumnae/i contact, biographical and career information
- Work with the Dobbs Alumnae/i Association Board to create, market and manage an alumnae/i career network
- Participate, engage and support the work of the Committee on Trustees and the DEI Committee
- Plan and oversee student education and engagement programs to encourage future involvement and support as alumnae/i
- Attend to individual alumnae/i requests and communications
- Participate in the life of the School and be able to report to alumnae/i about on-going programs, student accomplishments and life on campus



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Key Responsibilities (continued)

Communications

- Engage alumnae/i by maintaining regular communication via personal outreach, email blasts, alumnae/i web pages, print publications and social media
- Establish a data-driven plan to measure success and engagement
- Oversee and maintain the alumnae/i portal and presence on the School's website and social media
- Work with the Communications Office to provide alumnae/i-related information for regular publications and newsletters

Giving

- Collaborate closely with Advancement colleagues to increase support from alumnae/i; routinely identify and qualify alumnae/i donor prospects; communicate development-related activities via written contact reports filed in Raiser's Edge and at prospect management meetings
- Work closely with the Director of Annual Giving to create and implement a robust strategy to increase alumnae/i giving and participation for the Masters Fund, the School's annual fund. The Director will be responsible for developing effective programs that help acquire donors and strengthen the relationship of continuous donors with the School.
- The potential to cultivate, solicit and steward a portfolio of alumnae/i donors
- Work with the Annual Giving team to organize Reunion class giving, recruit and manage alumnae/i class volunteers, and establish a Reunion giving program
- Work with Annual Giving team to identify and recruit Giving Day volunteers who will take part in our 24-hour annual event by connecting with classmates in various ways to increase Masters Fund totals and participation.
- Other duties as assigned by the Director of Institutional Advancement



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Qualifications

- Commitment to embracing the mission of The Masters School
- A minimum of five years of relevant experience with demonstrated accomplishment in fostering productive relationships with volunteers and fundraising
- Bachelor's degree
- Experience developing and implementing successful communications programs, career networking initiatives and engagement events
- Must be confident, energetic and organized, and possess a comprehensive understanding of relationship management
- Be flexible and proactive, and possess the ability to work independently as well as in a team environment
- Demonstrated excellence in written and oral communications
- Experience developing and deploying an engaging menu of social media content
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines
- Proficiency with Blackbaud Raiser's Edge and Microsoft Office Suite
- Experience working at an educational institution or similar is preferred
- Ability to travel and work evenings and weekends as needed



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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 Masters School is an equal opportunity employer. It has been and will continue to be the policy of Masters to be fair and impartial in all of its relations with its employees. Our employment decisions are made solely on an individual's ability to perform the job. In accordance with federal, New York State, and Westchester County law, Masters does not discriminate on the basis of actual or perceived differences, including those based on race, color, religion, ethnicity, creed, age, national origin, alienage or citizenship status, familial status, gender and gender identity, pregnancy, marital or partnership status, sexual orientation and disability, sexual and reproductive health decisions, or toward victims or those perceived to be victims of domestic violence, sexual abuse or stalking, as well as any other status protected under federal, state, or local laws. For the purpose of addressing sexual and reproductive health decisions, the Masters School will not access an employee's personal information regarding his or her reproductive health decisions without written consent and in accordance with applicable law. Retaliation based on any of the above protected characteristics is absolutely prohibited.

In addition, all employees are required to abide by and support our students in following all of the health and safety protocols we have in place during the pandemic including vaccination mandates.



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