



THE MEADOWS SCHOOL

DIRECTOR OF ADVANCEMENT

The Meadows School
Las Vegas, Nevada

The Meadows school opened its doors on September 4, 1984, to 140 students in grades K-6. The School was founded by Board President Carolyn G. Goodman (who is currently the city's mayor), Founding Headmistress Dr. LeOre Cobbley, and a group of dedicated parents. In the fall of 1990, enrollment opened with grades K-12, making The Meadows School the first nonprofit, nonsectarian, coeducational K-12 college preparatory school in Nevada. Today, Meadows educates approximately 900 students per year in grades preK-12. The Meadows School develops in its students a love of, and respect for, learning—inspiring them to seek knowledge independently and preparing them for higher academic pursuits. The 40-acre campus in the Summerlin area of the city houses over 240,000 square feet of state-of-the-art facilities, including the Lincey Tennis Complex and the Wanda Lamb Peccole Center for the Arts, which houses a Black Box Theater, set-building room, and 330-seat theater complete with catwalks and orchestra pit. The school was born from a traditional educational philosophy and seeks to be is a haven for students who are able and ambitious. Providing a diverse curriculum and activity roster, Meadows offers 14 varsity sports, a variety of clubs in the arts, sciences and service; and 24 Advancement Placement courses. The family roots of the school are still very strong; even with the school's immense academic and financial success, everything is done for love of children and love of quality education.



Director of Advancement

Reporting to the Head of School, the Director of Advancement is responsible for providing innovative and strategic leadership for institutional advancement. The Director of Advancement is responsible for managing and planning efforts in marketing and communications, development and some oversight in admissions.

The Director of Advancement articulates all campaign strategies, participates in the identification, cultivation and solicitation of prospects; oversees all advancement activities and acts as liaison for the School and the community.

Serving as the Head of School's chief advisor in matters relating to Institutional Advancement, the Director sits on relevant Trustee committees, and takes responsibility for managing the school's Strategic Initiatives as they relate to funding priorities.

The Director of Advancement will be responsible for building an Advancement team consisting of current and necessary staff additions.



Responsibilities

Development

- Building a comprehensive fundraising program
- Overseeing development office personnel activities, including the hiring, definition of job responsibilities, and performance review process of each staff member
- Partnering with development staff, senior staff/faculty, Board members and other volunteers to achieve fundraising goals

- Stewarding major donors and managing a portfolio of leadership gifts prospects, providing strategies for leadership prospects for the Head, and ensuring that timely steps are taken toward solicitation
- Continuing to grow the School's Annual Fund efforts to increase parent participation through improved communication and education
- Working with the Board's Development Committee to establish event- and campaign-based fundraising strategies, policies and plans
- Strategizing community sources of funding through grants and corporations, both locally and nationally
- Managing, with the appropriate staff members, the efforts of the Parents Association

Marketing and Communications

- Collaborating with the Director of Marketing and Communications to address the School's various communications needs, such as:
- Defining the vehicles for communicating with all constituent groups
- Overseeing alumni and parent communications and providing vehicles for more effective Board and staff communication
- Developing a plan for alumni and parent relations which is systematic in its approach, addressing those who are positively disposed and looking for mechanisms to stay involved with the school

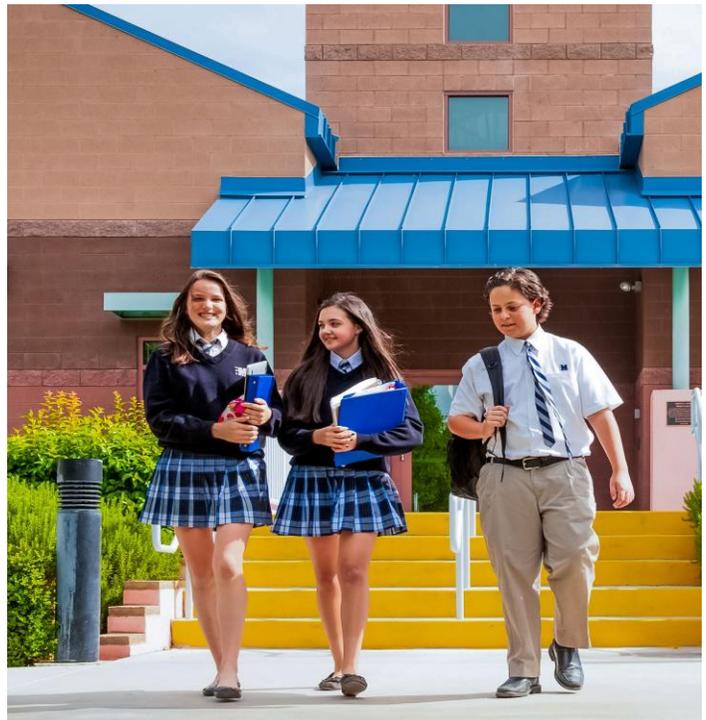
Admissions

- Collaborating with the Associate Director for Admissions in developing a plan to increase mission-appropriate applicants through recruitment, advertising, and visibility
- Collaborating across departments, specifically with Directors of Divisions to achieve admissions goals



Qualifications

- A deep respect for, and ability to articulate, the mission and core values of The Meadows School and commitment to academic excellence in an independent school education, along with the Board's and Head's vision on the strategic direction of the institution
- At least seven years of experience in development and experience in independent school advancement models, formulating and executing successful ongoing fundraising plans, along with experience with larger capital campaigns
- Proven ability to cultivate, solicit, and steward leadership gifts at the six and seven-figure level
- Strong management and leadership skills, both strategic and operational, and a demonstrated ability to build, manage, mentor and motivate an effective team
- Collaborative skills to work effectively with the Head of School, Trustees, faculty, staff and volunteers along with the ability to maintain confidentiality and to exhibit good judgment in making decisions
- Ability to direct strategy and nimbly course-correct as necessary
- Excellent written and oral communications, computer and research proficiency
- Strong recommendations from a Head of School, Board member, and a managed employee
- A consummate team player



Compensation/Benefits

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



Interested Persons Contact:

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All inquiries and nominations are kept confidential.

The Meadows 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.