

# Miami

COUNTRY DAY SCHOOL

**Director of Philanthropy**  
Miami Country Day School  
Miami, Florida

## Mission & Core Values

Miami Country Day School empowers every student, every day, everywhere to learn with vigor, explore with purpose, strive for excellence, and serve with honor, respect, and compassion as global citizens.

We do this in a community where every student is known and included by engaging the whole child, in and out of the classroom as they discover their full potential.

MCDS lives its mission by faithfully guarding its values of **Purpose, Honor, Respect, Compassion, and Wisdom**; and ensuring they are manifest in our policies, programs, and practices. Our values are the shared commitments we make to each other, and as a community, in honor of our past, present, and future.



Carney  
Sandoe  
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

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## FAST FACTS

Founded: 1938

Students in Grades PK3-12: 1269

Student to Teacher Ratio: 9:1

Faculty with Advanced Degrees: 60%

Tuition Assistance: \$6 million

Students on Financial Aid: 18%

Campus Size: 22 acres

Languages Represented: 19

## PHILANTHROPY AT A GLANCE

Total Raised to Date: \$1,782,196

Spartan Relief Fund Donors: 40

Spartan Seats Sold: 214

New Donors: 101

Gift Club Members: 132

Parents' Association Allocations: \$200,000

Raised on Give Miami Day 2020: \$324,900

Raised on Spartan Giving Day 2021: \$102,000

Endowment: \$10.5M



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## Overview

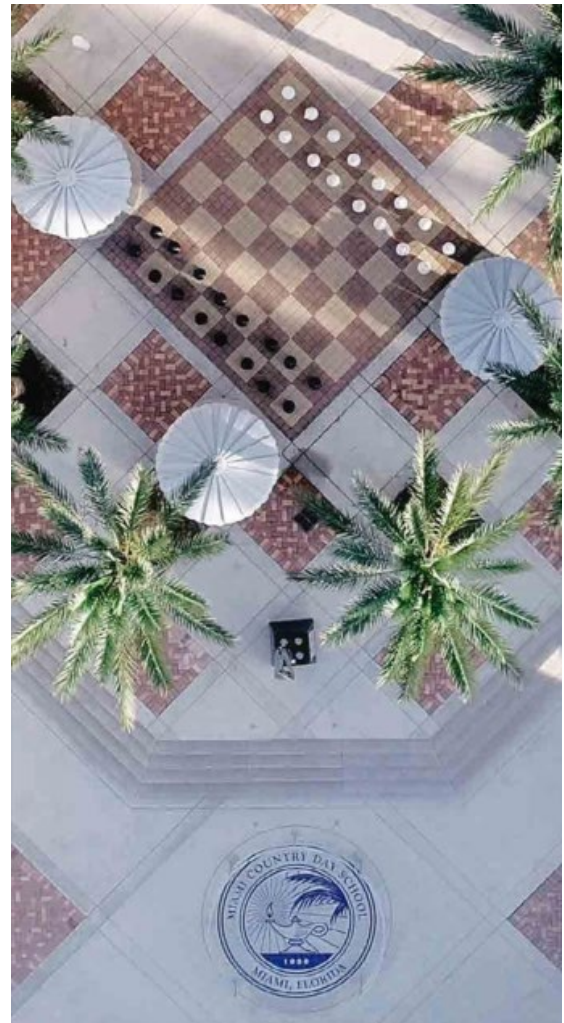
For over eight decades, Miami Country Day School (MCDS) has lived out its motto, delivering an exceptional college- preparatory curriculum that educates the whole person. Currently serving around 1,270 students in PreK3 to 12, MCDS has undergone remarkable changes since its founding in 1938. Nonetheless, the faculty and student body at this FCIS- accredited coeducational day school are united in their appreciation and continued respect for the school's mission, philosophy, and traditions. Across all grades and divisions, MCDS's students present themselves as creative, poised, confident, multi-talented, and enthusiastic- truly thriving in an environment that nurtures their intellectual, physical, emotional, social, aesthetic, and spiritual potentials. From its nationally ranked chess club to its national champion girls' basketball team, from its environmental studies center to its Comprehensive Outdoor Education Program, Miami Country Day School's offerings are as exceptional as they are varied.

## School History

In 1938, Mr. Luther "L.B" Sommers and Mr. C.W. "Doc" Abele opened The Miami Country Day and Resident Schools for Boys in what was then still a young and developing city.

Originally an elementary boarding school, MCDS grew quickly in both size and reputation. The transition to its coeducational day program came in the 1950's ,60's and 70's, as the school began admitting female students and boarding rooms were turned into classrooms to accommodate rising enrollment. The Upper School was added in the late 1970's and MCDS graduates its first senior class in 1981.

Miami Country Day School still occupies its original campus north of downtown Miami, but the facilities inhabited by the founding class of seven boys were quite different from what MCDS students enjoy today. While much has changed at MCDS since 1938, the school has retained the holistic approach to learning embraced by its founders, balancing rigorous academics with athletics and cultural enrichment to produce well-rounded and civic-minded young adults.



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## The School

Over the course of 80 years, Miami Country Day School has built a reputation of excellence in South Florida. The dedicated team of 178 faculty at MCDS is composed of committed stakeholders: teachers appreciate small classes sizes, cherish autonomy in the classroom, and feel fully supported by the administration. Across all divisions, a classical liberal arts curriculum is enhanced by a number of signature programs that promote hands-on learning and whole-child engagement. A newly launched strategic plan articulates an exciting vision for the school, of which philanthropy will be a critical part.

## Campus

A multi-level Media Center, complete with library, computer facilities, and the latest communication technologies including an impressive broadcast studio, has become the heartbeat of the campus. The Center for the Arts includes a 650-seat auditorium, exhibit spaces, a dance studio, and a ceramics patio, among many features. The 36,000-square-foot facility, which also includes a 300-space parking garage, is the result of a \$16.5million campaign. The collegiate-level athletic facilities include a modern Aquatic Center with a 25-yard outdoor pool, the J. Calvin Rose Athletic Center, and the Koch Athletic Complex, featuring one of Florida's finest artificial surfaces for football, soccer, and lacrosse.



## Miami

The fourth largest urban area in the nation, Greater Miami is home to over 5.5 million people. The majority of Miami's residents have immigrated-or are born to parents who emigrated-from Hispanic countries in the Caribbean and Central and South America. The result is a unique, eclectic and vibrant community amidst a tropical landscape unlike any other in the country. From its food and music to its art and architecture, Miami is truly a cultural melting pot.

The campus of Miami Country Day School is located just north of downtown on the edge of Miami Shores. A primarily residential, independently governed community, Miami Shores is home to Barry University and features its own country club, golf course, historic library, community center, and beautiful waterfront views of Biscayne Bay.



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## Director of Philanthropy

The Director of Philanthropy must understand the benefits of an independent school education and be able to inspire others about Miami Country Day School's mission, vision, and program. The Director of Philanthropy provides strategic vision, leadership, and direction for all fundraising, alumni relations, stewardship activities, donor cultivation and planned-giving. The Director of Philanthropy leads all philanthropy staff to cultivate relationships. The Director of Philanthropy provides information about Miami Country Day School and its development policies to prospective and current families and employees. Responsibilities include directing staff efforts and managing on-going operations to meet fundraising initiatives. Oversees all operations of The Philanthropy Department ensuring the School's current and future financial needs are met or exceeded.

## Essential Functions and Tasks

- Collaboratively design, implement, and oversee a comprehensive fundraising program designed to broadly support the mission and strategic initiatives of the school.
- Prepare, manage and execute annual and long-range development strategies.
- Partner with the Governance and Nomination Committee to help identify potential Board members.
- Partner with the Philanthropy Committee to develop and implement longer-term advancement initiatives and engage the Board of Trustees in fundraising goals and initiatives.
- Oversee the creation of alumni relations initiatives and events.
- Oversee the Philanthropy Office and appropriate development materials, mailings and publications.
- Continually evaluate and redesign where appropriate all aspects of the Philanthropy process with the goal of maintaining a strategic revenue stream.
- Represent the school at various gatherings and conferences.
- Maintain relationships with all constituents and local community members and aggressively work to market the school in coordination with the Advancement team.
- Promote a culture of inclusion within the Philanthropy program and school community at large.
- Work closely with Parents Association to cultivate volunteer & community engagement.
- Ensure that a comprehensive planned gifts program is implemented and that appropriate strategies and procedures are in place to cultivate, solicit, and steward donors.
- Design and implement effective department practices and programs, ensuring successful outcomes for annual and ongoing fundraising and capital campaigns.
- Set clear priorities and expectations for the development staff with success matrix that are reviewed regularly.
- Oversee parent special events to make sure that parent programs and events are consistent with development and school goals.



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## Essential Functions and Tasks (continued)

- Guide the President & Head of School's outreach to donors.
- Participate in the acknowledgement and recognition of donors.
- Coordinate development efforts with the Marketing and Communications Department to ensure consistency of message.
- Participate in the administrative management of the School by serving as member of the Head of School Committee. Collaborate with senior leadership on strategic school initiatives beyond fundraising.
- Create and manage the Philanthropy Department budget.
- Travel on an as needed basis to conduct donor solicitation and stewardship visits and to attend regional alumnae gatherings.



## Knowledge, Skills, and Physical Requirements

- Bachelor's degree, with an advance degree or professional certification preferred.
- 5-7 years of strong fundraising experience
- Demonstrate a willingness to understand and support the school's mission and vision, as well as recognize impact the climate and culture of the school have on the work of Philanthropy Office and the community.
- Database management, statistical data interpretation and application of state-of-the art information technology as applied to Philanthropy programs.
- Provide clear information, prompt responses, and accurate processing critical in fostering donor relations
- Maintain an established work schedule, occasionally including some evenings and weekends.
- Effectively use interpersonal and communication skills, including tact and diplomacy.
- Effectively use organizational and planning skills, including working on multiple projects.
- Work in a collaborative manner with colleagues from the entire school including parents and alumni.
- Effective public speaking and presentation in front of small and large diverse groups.
- Use experience, creativity, and independent thought to develop successful fundraising strategies.



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## Knowledge, Skills, and Physical Requirements (continued)

- Maintain confidentiality of Philanthropy related information and materials.
- Must be a lifelong learner willing to balance past experience with the demands of a new environment. Must be able to work collaboratively.
- Must be skilled and comfortable with computers and electronics, including such programs as Word, PowerPoint, and Excel.
- Work in a fast-paced, stressful environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.
- Excellent communication skills, both verbal and written.
- Ability to relate well to people; relate to the problems and concerns of the students, parents, members of the school and the community. Must maintain a high level of integrity with regard to matters that may be considered confidential in nature.
- Strong organizational skills in the areas of operations, budget and project administration.
- Effective interface with diverse groups; effective supervisory skills; good judgment and decision-making skills. Must have the ability to develop strong relationships within the community to build trust and confidence as a key MCDS administrator.
- Must be able to motivate others and develop and direct employees as they work.
- Ability to multi-task and prioritize work independently and in a team environment.
- Must be able to sit, stand for long periods of time, as well as be able to bend, stretch and reach as necessary.
- Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment and reach with hands and arms.
- Able to walk across campus in order to tour families.
- Able to work in a temperature-controlled environment and extreme heat periodically.
- Work primarily in a traditional climate-controlled office environment, and occasionally work in varied and extreme weather conditions, including extreme heat, and occasionally lift up to 30 lbs.

The above describes the general nature and level of work. This is not intended to be an exhaustive list of all responsibilities and duties required as they are ever changing in a dynamic work environment.



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**Interested Persons Contact:**

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*All inquiries and nominations are kept confidential.*

*Miami Country Day School is an equal opportunity employer. The School considers applicants for all positions without regard to race, color, religion, sex, age, disability, sexual orientation, gender identity, familial or marital status, or any characteristic protected from discrimination under state or federal law. The School welcomes candidates who will increase our diversity. Miami Country Day strongly encourages applications from people of color, LGBTQ+ educators, or educators from communities that are historically underrepresented in independent schools. The School is committed to an inclusive school experience for all community members at Miami Country Day.*



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