



**Director of Philanthropy Operations
Miami Country Day School —Miami, FL
July 2023**

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

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Fast Facts

- Founded in 1938
- Students in Grades PK3-12:
1269
- Student to Teacher Ratio: 9:1
- Faculty with Advanced Degrees:
66%
- Students with Tuition
Assistance: 18%
- Campus Size: 22 Acres
- Languages Represented: 19

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 1,3600 students in PreK3 to 12, MCDS has undergone remarkable changes since its founding in 1938.

Nonetheless, the faculty and student body at this FCIS and SAIS-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. 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 nearly 250 faculty and staff 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

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. 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, built in 2017, includes a 650-seat theater, 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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The Opportunity

The Director of Philanthropy Operations is responsible for overseeing the facilitation of constituent tracking and pipeline management, relationship management, research, and reporting, and managing leadership gift solicitation strategy. This position will be responsible for understanding and implementation of industry-standard best practices.

This position reports directly to the Chief Philanthropy Officer (CPO) and serves as a member of the leadership and decision-making team within the Philanthropy Office. This position is a full-time, twelve-month position.

Responsibilities

- Provide oversight of portfolio and prospect management systems and manage the tracking of strategic metrics, which serve as a dashboard of indicators for fundraising performance.
- Support development of a culture of philanthropy, working closely with CPO and other key staff to establish a strong donor pipeline from Spartan Impact Fund (Annual Fund) through Major Gift levels.
- Identify and cultivate leadership gifts prospects, develop strategy and facilitate campaign solicitations.
- Organize and support Future Vision volunteers.
- Participate actively with the office of Marketing and Communication in the creation and production of campaign marketing pieces, both print and electronic, including highly personalized proposals in line with donor interests and approved fundraising priorities
- In partnership with the CPO, develop and document Philanthropy Office processes to create greater efficiencies.
- With the support of Advancement Services, create reports to influence data-driven programmatic decisions.
- Liaise with Advancement Services to ensure data integrity.
- Develop strong prospect research and rating practices, including web and specialized software research, formalizing regular procedures for prospect identification and analytics.
- Other duties as assigned.



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Requirements:

- A bachelor's degree and 5+ years of experience in philanthropy/advancement, with extensive expertise using Raiser's Edge and portfolio/prospect management systems.
- Excellent analytical and quantitative skills including the ability to manipulate, analyze, and interpret data and statistical models are required.
- Ability to provide recommendations based on analysis in support of strong Advancement practices is important.
- The ideal candidate will possess strong project management skills and the ability to translate team and program needs into action-oriented plans.
- Other qualifications include: a sense of humor, relentless optimism, effective time management skills, and familiarity with independent school or educational fundraising a plus.

Interested Persons Contact:

Jonathan K. Ball
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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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