



Director of Philanthropy

Palm Beach Day Academy
Palm Beach, Florida

Palm Beach Day Academy, founded in 1921 and situated on two beautiful campuses in Palm Beach (Upper Campus) and West Palm Beach (Lower Campus), is an accredited, independent, coeducational, non-sectarian day school serving more than 575 students in Pre-Primary (2 years old) through 9th Grade. The foundation of Palm Beach Day Academy's program is the education of its students in an academically challenging and compassion-rich environment that guides each child toward personal excellence of mind, body and character. At all levels, PBDA students are challenged to excel, empowered to act, and prepared to lead.



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

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Director of Philanthropy

Palm Beach Day Academy (PBDA) seeks an experienced development professional to serve as the Director of Philanthropy for one of the leading PK-8 independent schools in the country. The ideal candidate will be a proven fundraiser with experience managing capital campaigns and the stewarding of major gifts. This individual will work closely with Palm Beach Day Academy's Head of School and will interface regularly with its Board of Trustees, parents, students, and senior administration.

Having just celebrated its 100-year anniversary, Palm Beach Day Academy's leadership is mindful of the school's incredible history and keenly focused on the future of the institution. A Strategic Plan is already in place and the Second Century Campaign is currently underway, having already raised a record \$30MM in one year. This unique time in the school's trajectory allows incoming development leaders a rare opportunity to actively participate in charting the school's course for the next generation of young learners in Palm Beach.

Primary Responsibilities of the Director of Philanthropy

- Oversee the Director of Annual Giving/Alumni Relations and the Philanthropy Office Manager. Conduct office audit to gauge if additional hires are necessary.
- Build & manage relationships with all constituents and solicit support from all trustees, parents, grandparents, past parents, alumni and community members.
- Build & manage a portfolio of key prospects to move towards solicitation and stewardship stages.
- Oversee and manage all fundraising activities associated with major gifts, annual fund appeals, and fundraising events, with a daily focus on major gift donor solicitation and stewardship.
- Work with the Director of Marketing and Communications on production of all major development publications, focusing on relevant campaigns and leadership relationships.
- This position is salaried, exempt, 12 months and includes occasional events during the evening and on weekends. Generous benefits package (family medical, retirement plan, paid vacations, etc.) available.



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Requirements – Successful candidates must meet the following criteria:

- Bachelor's Degree required. Master's Degree preferred.
- 5-10+ years of experience in fundraising/development, with prior leadership roles in an independent school advancement office preferred.
- Proven experience in planning and executing a capital campaign from start to finish.
- Proven success in securing major gifts from multiple constituencies.
- Strong oral, written and interpersonal skills. A comfort level with in-person and virtual engagement is required. Must be able to travel to conferences and out of town fundraisers as schedule requires.
- Experience with Raiser's Edge/Blackbaud and/or other fundraising-specific software highly recommended.



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Interested Persons Contact:

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All inquiries and nominations are kept confidential.

Palm Beach Day Academy 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.



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