



Phillips Brooks School

Campaign Director

Phillips Brooks School
Menlo Park, California

Phillips Brooks School was established in 1978 at its current campus on Avy Avenue in Menlo Park, California. Jack Towner, the founding head of school, led its independent incorporation as a non-sectarian school and transitioned the school away from its association with Trinity School, Menlo Park. Phillips Brooks morphed from a traditional to a progressive school under the leadership of Beth Passi, who became the third Head of School in 1997. During her tenure at PBS, the academic program morphed from traditional to progressive with the Early Learning Center's transition to a program inspired by the Reggio Emilia approach. The spiritual practices in Chapel became more inclusive of the many faiths represented on campus. Today, PBS is a thriving community of about 270 learners in grades K-5. Students are inspired to love learning, to develop a spiritual nature, to communicate effectively, to be kind to others, and to respect the uniqueness of each person.



**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

Campaign Director

Under the direction of the Assistant Head of School for Advancement and Strategy, the Campaign Director will support the execution of Phillips Brooks School's exciting new fundraising priorities. PBS has a wonderfully generous community and has had unprecedented success in both fundraising and volunteerism on campus, and we hope to continue that momentum with several upcoming new initiatives.

The Campaign Director is responsible for managing PBS's capital campaign; supporting the efforts of the school's leadership; and leading the Capital Campaign Committee to cultivate, solicit and steward campaign and leadership donors. This essential position will help support the school's mission to encourage joyful giving and enthusiastically celebrate the generosity of volunteers, donors, and other stakeholders. We welcome and encourage applicants from diverse backgrounds, cultures, and identities and are committed to an inclusive work environment. You'll have an opportunity to contribute to an upbeat professional learning community that appreciates creativity and an innovative approach to supporting our philanthropic community.

For more information on Phillips Brooks School, please visit: www.phillipsbrooks.org

Job Responsibilities

- Work with the Assistant Head of School for Advancement and Strategy and campaign volunteers to identify, cultivate, solicit and steward donors to the Capital Campaign.
- Lead campaign committee meetings, create cultivation opportunities and solicitation briefings and ensure appropriate campaign donor stewardship.
- Oversee the campaign communications timeline, and develop communication materials in partnership with the Director of Marketing and Communications
- Develop and maintain a moves management system to track campaign and major gifts progress
- Create and distribute prospect management reports for volunteers and school leadership and update documents and tracking systems.



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

- Oversee campaign event planning and coordination around stewardship and recognition plans
- Oversee campaign gift documentation and acknowledgment process to ensure personal, timely, and appropriate recognition of support, including monthly reconciliation with the Business Office.
- Other duties as needed, to support the whole Advancement team in the long term development goals of PBS.

Key Attributes and Qualifications

- Bachelor’s degree or equivalent experience in a related field
- Challenging experience in fast-paced, detail-oriented development shop with a track record of success
- Experience conceptualizing, writing and coordinating advancement materials
- Superb organization and project management skills, with the ability to create long term strategies and execute on short term deliverables
- Experience with or interest in independent schools and Bay Area philanthropy.
- Track record of confidentiality and discretion
- Strong interpersonal and intrapersonal skills. Must be an active listener and open-minded collaborator
- Must possess a growth mindset and a nimble and flexible attitude



- Working knowledge of Google’s G Suite and Microsoft Office products required
- Knowledge of The Raiser’s Edge strongly preferred
- Availability for occasional evening and weekend work, as required



**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

Compensation/Benefits

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



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.

Phillips Brooks 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.



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