



Phillips Brooks School

Director of Annual Giving

Phillips Brooks School
Menlo Park, California

Phillips Brooks School (PBS) seeks a dynamic, thoughtful, and inspiring leader to help achieve the school's goal of being the most sought-after elementary school in the Bay Area. The Director of Annual Giving will report to the Director of Institutional Advancement and start on July 1, 2022, or earlier by mutual agreement. They will build on PBS's already successful fundraising programs. They will help inspire donors to support the PBS's fundraising program with motivational annual giving that has a direct impact on students. PBS welcomes applications from fundraisers and advancement professionals that want to take PBS to even greater heights of excellence by creating a creative and robust annual giving strategy. This strategy will support PBS's forthcoming 2022 strategic plan.

PBS is conducting an expedited search by talking with qualified candidates as soon as they express interest.



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

The Top Seven Things That PBS Seeks Most

- Background in creating and executing an annual giving program in a non-profit setting
- Experience with successful constituent and volunteer relations, including direct volunteer management and a keen ability to connect authentically with stakeholders and understand their motivations
- Commitment to diversity, equity, inclusion, and justice as an institutional lens for advancement work
- Event planning background with an ability to create experiences that celebrate a culture of joyful fundraising
- Demonstrated ability and drive to define and communicate ROI/results from advancement efforts through publications like the PBS Impact Report
- Background in marketing and presentation skills as critical to stakeholder motivation and engagement
- Design a multi-year roadmap for building a donor pipeline using wealth screening, predictive analytics, and development data to inform planning and to lead change with a balance of decisiveness and collaboration



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



Key Responsibilities: The Five Major Focus Areas

- Oversee the comprehensive annual giving programs including the Annual Fund and Spring Benefit for tuition assistance
- Manage special event programming for community engagement and stewardship
- Serve as institutional point-person to the Phillips Brooks School Parent Association (PBSA), including being the main liaison between the PBSA Executive Team, key volunteers, and the school
- Support the Director of Institutional Advancement in major gift work, campaign planning, coordinated stewardship and solicitations, and project management
- Identify giving trends within the parent community and recommend shifts/pivots to support overall advancement strategy

Specific Job Duties

- Collaborate with school leadership in creating and driving strategies to effectively message PBS's brand, values, and reputation for excellence across current and prospective stakeholders
- Work collaboratively with the PBS admission, fundraising, and communications staff to develop an integrated and innovative approach to marketing, community relations, and outreach
- Work effectively with Trustees, the Board Advancement Committee, and the Administrative Team to establish an annual giving strategy that is aligned with the school's strategic plan and budget needs
- Foster a vibrant culture of philanthropy so that giving of time and financial resources is a joyful and meaningful experience for donors and volunteers
- Cultivate and steward lifelong support and donors for the school
- Partner with the Head of School and advancement team members on important projects: Soliciting gifts at donor meetings, strategic planning of the Annual Fund and Benefit, building volunteer teams, and ensuring the strategic development plan is aligned with school financial goals
- Lead the volunteer efforts of the PBSA, which collectively interacts with over 50 volunteers supporting everything from Annual Fund Class Captains to Faculty and Staff Appreciation to Dress Code



**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

Preferred Qualifications

- Bachelor's degree, Master's degree a plus
- Experience with institutional advancement, independent school experience a plus
- Proven track record supporting development programs, including annual giving, benefit events, major gifts, capital giving programs, volunteer support, and solicitation
- Documented success in fundraising, communication strategies, donor records, and financial models for fundraising
- Proven capacity to plan, organize, and implement a variety of projects at the same time and with overlapping deadlines
- Google software, database experience (examples: Veracross, OneCause auction software)



PBS seeks a Director of Annual Giving that models these attributes:

Joyful
People-Person
Organized
Appreciative
Data-oriented
Communicative
Empathetic
Inclusive
Authentic Connector



**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 and Benefits

- Full-time, year-round, administrative position
- The compensation package will be very competitive nationally and for the Bay Area. It will be commensurate with experience, degree attainment, and the national independent school and college markets.
- PBS offers superior health benefits and retirement plans and exceptional support for professional development.

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.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time.

Phillips Brooks School maintains a strict policy of nondiscrimination in regard to employment. All aspects of employment at PBS are governed on the basis of competence, merit, and qualifications, and will not be influenced in any manner by race, color, religion, sex, age, national origin, ancestry, veteran's status, disability, or any other classes referred in applicable state and federal laws.



**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