



Director of Poly Fund

Polytechnic School
Pasadena, California

In 1907, Polytechnic School became the first nonprofit, independent school in Southern California, enrolling 106 students in kindergarten through eighth grade. The original school buildings were designed by renowned architect Myron Hunt and feature his revolutionary “open air” school design with residential-scale classrooms and adjacent courtyards and playgrounds. These buildings continue to form the heart of the Lower and Middle School campus more than a century later. Fifty years after the school’s founding, the decision was made to expand the educational program through the 12th grade. Poly’s Upper School campus opened in 1959, and in 1962, the first senior class graduated.

Today, Poly remains an ambitious, forward-thinking school community—one devoted not only to scholarship but also to the creative arts, the camaraderie of team sports, the joy of service to others, and the welcoming spirit of friendship—here on our historic campus and around the world. A Poly education encourages students to become intellectual leaders, who are prepared to become contributing and responsible citizens in their communities. The school expects to develop in its students a joy for learning, an appreciation for the value of friendship, a life-long relationship with the school and the commitment to be of service to others. The goal of Poly is to have graduates prepared to meet the complexities of a changing world with confidence and good character.



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

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Director of Poly Fund

Polytechnic School seeks a creative, talented, and experienced advancement professional who is both entrepreneurial and collaborative to grow the annual fund program to new heights. We are seeking a thoughtful, energetic professional who can inspire both volunteers and the Poly community at large. This is a high-profile position that will require the successful candidate to produce under pressure while simultaneously juggling several projects and team members with grace and a sense of humor.

The Director of Poly Fund develops, executes, and analyzes strategies for increasing annual fund support and participation. This position reports to the Director of Individual Giving. As a senior member of the advancement team, the Director also works in consort with the Director of Advancement, Director of Donor Relations, and Communications Department to support the goals of the Head of School and the Board of Trustees.

Polytechnic School is an independent, coeducational day school in Pasadena, CA, that offers a broad curriculum in the liberal arts for students in kindergarten through grade 12. Founded in 1907, the school enrolls 850 students from diverse ethnic, racial, religious and economic backgrounds.



Major Responsibilities:

- Responsible for the overall planning and implementation of comprehensive and innovative annual giving program.
- Oversee all aspects of the Leadership Gifts program (gifts of \$5,000 and above).



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- Cultivate, solicit and secure gifts to the school from an individual portfolio of 50 or more major gift, Annual Fund leadership, major reunion, and planned giving prospects with the guidance of the Director of Individual Giving.
- Support the Reunion Giving Program. Manage 4 reunion gift committees each year.
- Recruit, organize and support an expansive volunteer network. Work closely with the Head of School, Advancement Committee Chair, and Annual Fund volunteer leadership to set goals and adjust strategies.
- Travel as appropriate to cultivate, steward, and personally solicit new donors and established donors, and to recruit key volunteers.
- Oversee the communications strategy for the Poly Fund program.
- Oversee the Annual Fund budget.
- Work collaboratively with the Director of Donor Relations to ensure the departmental goals for stewardship are achieved.
- Assist the Advancement Department in additional project and activities, as needed.

Minimum requirements:

- Bachelor's degree with three to five or more years of fundraising and/or alumni relations experience, particularly within an independent school setting, is preferred. Experience in an analogous industry will be considered
- Excellent written and interpersonal communication skills.
- Excellent attention to detail, highly organized with the ability to manage several projects at once and consistently meet project deadlines.
- Sound judgment and discretion.
- Must be able to produce under pressure, manage several projects at a time, work harmoniously in a team-based environment with a sense of humor.



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- Experience working with volunteers and donors.
- Requires evening and weekend work, along with some travel.
- Proficiency in working with a variety of software programs, including Blackbaud Raiser's Edge.

Compensation

Polytechnic School offers competitive salaries and health benefits. Salary commensurate with experience.



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.

Polytechnic 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.



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