



SANDY SPRING FRIENDS SCHOOL

Let Your Lives Speak

Director of Institutional Advancement

Sandy Spring Friends School
Sandy Spring, Maryland

Founded in 1961, Sandy Spring Friends School is a progressive, coed, academically-rigorous day and boarding school serving approximately 700 students from age three through 12th grade. The campus is located on 140 acres in the historic Sandy Spring area of Montgomery County, Maryland, and the School is approved by the Maryland State Board of Education and accredited by the Association of Independent Maryland Schools.

SSFS's school's culture, rooted in the idea that collaboration engenders achievement, can be traced to the school's Quaker heritage and abiding belief in the Quaker values of simplicity, equality, honesty, stewardship of the environment, and peaceful resolution of conflict.



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

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Director of Institutional Advancement

The Director of Institutional Advancement is the School's chief fundraising strategist, a leader in donor cultivation, and one of the main solicitors of major gifts. Working closely with the Head of School, Board of Trustees, parents/guardians, current and past employees, alumni, and other constituent groups, the Director of Institutional Advancement engages in fundraising that supports the annual and long-term operating, capital, and endowment needs of the School and in alignment with the current five-year strategic plan. The Director of Institutional Advancement plans and executes the strategies for fundraising around the school's initiatives and philanthropic priorities overseeing a team of Advancement professionals dedicated to these endeavors. The Director of Institutional Advancement raises funds and builds donor relationships that will be used to advance the mission and philosophy of Sandy Spring Friends School and ensure the school's long-term financial sustainability. The Director of institutional Advancement reports directly to the Head of School and serves as a senior administrator on the School's Administrative Council. The Director works closely with the Chief Financial Officer, Director of Operations, Assistant Head of School, Director of Marketing and Communications, Director of Enrollment Management, Board Advancement Committee, and other school leaders to fulfill the mission, vision, and brand of the school.



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Essential Job Functions

- Work closely with the Head of School to develop a vision and strategic direction for the School's advancement efforts and oversees all aspects of the Advancement Office, including leading, supervising, and mentoring Advancement staff, and the execution of fundraising programs to achieve the school's annual and long-term fundraising goals.
 - Advancement Office includes: Director of Institutional Advancement, Associate Director of Annual Fund, Associate Director of Stewardship, Associate Director of Alumni Relations, Advancement Services Associate
- Serves as a major gifts officer and provides strategies, data, and donor information to the Head of School to support solicitations made directly by the Head of School
- Works closely with the Chief Financial Officer to ensure accurate financial record keeping related to all aspects of Advancement
- Leads the identification, cultivation, solicitation, and stewardship of donor prospects at all giving levels; expanding the school's fundraising capacity through prospect research and industry research
- Stewards major donors and manages the portfolio of leadership gift prospects
- Grows the School's Annual Fund efforts, buoying both participation rates and dollars raised annually by all constituencies
- Oversee a planned giving program
- Oversee capital campaigns
- Oversee campaigns for the endowment
- Supports the Board of Trustees by working with the Board Advancement Committee to establish strategic fundraising goals, policies, and plans and the Board Committee on Trustees' for identifying, prospective Trustees
- Supports the efforts of the Parents Association, collaborates with PA leadership, and supports PA events and communications while building and managing a pool of volunteers from the school community to aid fundraising efforts and maintaining relationships with faculty and staff, alumni, parents/guardians, students, trustees, and friends of the School
- Responsible for the planning, building, management and execution of the annual Parent Association Auction
- Works with the Director of Marketing and Communications to create strategic, effective outreach and messaging to the broader SSFS community (current families, alumni, parents of alumni, former Trustees, etc.) including newsletters, social media, print and digital materials, event promotions, advancement webpages, and communications related to solicitations and stewardship
- Assists in building relationships with potential corporate sponsors for events such as Auction and securing grant-based funding appropriate to the school's mission and goals
- Engage with alumni to strengthen their connections with the school and to cultivate their giving
- Other duties as assigned by the Head of School



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Knowledge and Skill Set Requirements

- Bachelor's degree required; Advanced degree with focus on fundraising or school administration preferred, 3-5 years of experience in advancement and fundraising preferred
- Professional experience and proven success in fundraising, public relations, and alumni relations, preferably in a mission driven independent school environment
- Demonstrated success in major fundraising and major gifts solicitation as well as capital campaign development and management
- Proven skill at annual fundraising, donor cultivation and demonstrated strategic and long-range planning skills with excellent fiscal management skills
- A visionary leader who is able to embrace Quaker values and Quaker decision-making processes
- Excellent fiscal management skills
- Proven skills in the areas of diversity, equity, and inclusion, with experience leading and working successfully in a diverse environment
- A collaborative leader and worker with strong internal motivation, follow-through, and strong interpersonal, verbal, written and executive functioning skills
- A seasoned individual who understands the independent school landscape and the fundraising climate within the Washington Metro area.
- A strong appreciation for the connections between advancement, marketing and communications, admissions, and school finance
- Strong verbal and written communication skills
- Strong interpersonal skills
- Strength in research, data collection, and analysis
- An advanced understanding of, and ability to use, technology, including Microsoft Office, and on-line technologies (including Google, Veracross)
- Creativity and innovation



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Functional Competencies

- Leadership/Integrity- Effectively communicates the School's shared purpose; builds trust among colleagues; is accountable; lives up to commitments
- Team Player/Commitment- Understands the big picture and manages areas of responsibility in a manner consistent with the School's mission and culture
- Interpersonal Skills- Relates to employees, students, parents and clients in a cooperative manner
- Productivity/Organizing/Planning- Meets deadlines, demonstrates effective use of time and handles multiple assignments successfully
- Professional Growth- Understands and acknowledges the need for growth and is receptive to constructive feedback

Physical Requirements

Daily desk work including significant amounts of telephone and computer time; as part of daily routines, the ability to move around a large campus with uneven pavement and managing stairs; frequent walking inside and outside responding to campus issues and/or checking on various departmental progress.

Please note that the School has a mandatory COVID-19 vaccination policy, which requires that all employees be fully vaccinated against COVID-19 and provide proof of vaccination, including documentation of a booster shot given five months or more since you completed the final dose in the primary series.



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This is an immediate opening. Position start date is flexible, on or before January 8, 2024.

Interested Persons Contact

Jonathan K. Ball
Managing Associate
Carney, Sandoe & Associates
617-933-3450 (dir)
jbball@carneysandoe.com

All inquiries and nominations are kept confidential.

Sandy Spring Friends School does not discriminate on the basis of race, color, religion, national or ethnic origin, gender, sexual orientation, gender identity, or a person's status as a qualified candidate with a disability in administration of its educational program, admission policies, financial aid program, staff hiring, and other school-administered programs.



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