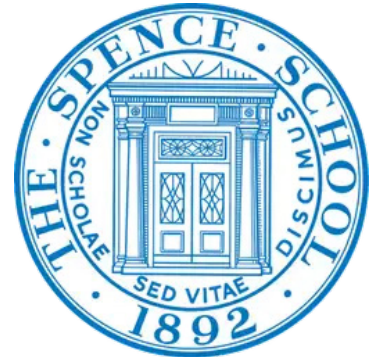


DIRECTOR OF DEVELOPMENT SEARCH

THE SPENCE SCHOOL

22 East 91st Street
New York, New York
spenceschool.org

Start Date: July 1, 2024



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Mission Statement

With a commitment to **ACADEMIC EXCELLENCE** and personal integrity, The Spence School prepares a diverse community of girls and young women for the **LIFELONG TRANSFORMATION OF SELF** and the world with **PURPOSE, PASSION, AND PERSPECTIVE**.

Philosophy

Offering a rigorous, liberal arts study, The Spence School develops high standards and character while creating an environment that fosters **SELF-CONFIDENCE** and the **JOY OF LEARNING**. Charging our students to meet the demands of academic excellence and responsible citizenship in a changing world, we teach that **DIVERSE POINTS OF VIEW FUEL INQUIRY**, engagement, and deeper **UNDERSTANDINGS OF COMPLEX TRUTHS. WE BELIEVE IN THE STRENGTH, INTELLECT AND VITALITY OF WOMEN.**

At a Glance



Established
1892



Total enrollment
772



Financial aid awarded
\$7.9M



Students of color
50%



Student-faculty ratio
5.6:1



Total faculty
136



Faculty with advanced degrees
80%

Lower School enrollment: 272
Middle School enrollment: 233
Upper School enrollment: 267
Faculty of color: 44%
Students receiving aid: 21%
Clubs and organizations: 92
Athletic teams: 32

Endowment as of 6/30/2023: \$140,272,575

Annual operating budget: \$58,284,665

Campus:

93rd Street – Lower School

91st – Middle and Upper School

412 – Athletic and Educational Facility

The 412 Squash Center, with state-of-the-art squash courts, is one of the premier facilities in the city.



Overview

A premier New York City institution, The Spence School is a K-12 independent school for girls located on Manhattan’s Upper East Side. Spence enrolls a diverse group of students who enjoys a rich and challenging academic and co-curricular program rooted in deep inquiry and intellectual discovery in the service of engaging with the world. It is a place of joy and spirited adventure where girls find their voices and develop confidence that sets them up for a life of purpose. Inspired by outstanding teachers who often stay at Spence for decades, students engage enthusiastically in school while also utilizing the wealth of resources New York offers. Along with an outstanding program and an exceptional faculty and staff, the School has impressive facilities, operating across three-plus locations in the East ‘90s including the newest facility, a state of the art athletic and education center that houses a gymnasium, nine squash courts, and the Brizendine Center for Ecology which includes a greenhouse and garden.

Clara Spence, a visionary educator, founded Miss Spence’s School in 1892. Her ideals of progressive education and pioneering work reflected a belief that education of women was essential to social progress. In addition to strong academics, Spence ensured that her students took advantage of the city, taking them on “sightseeing trips.” She developed relationships with universities and invited the likes of Helen Keller and Booker T. Washington to speak. Most importantly, she wanted her students to engage with the world, to give of themselves to society. While she characterized life as “a splendid struggle,” she also believed in having fun, encouraging play and joy among her students. All these characteristics – including the rooftop play area and impressive speakers – remain integral to the school today. The fifteenth Head of School, Felicia Wilks, assumed leadership of the School in 2022, succeeding Bodie Brizendine who led Spence for fifteen years. The School moved to its current location on 91st Street in 1929. Having outgrown that building, the Lower School moved into a renovated townhouse in 2003; the purchase of an adjacent townhouse added significant additional space to the flagship 91st building in 2008; the athletic and education center referred to as 412 was completed in 2021.



Now, Spence seeks a seasoned and thoughtful professional to serve as the School's next Director of Development, assuming the role in July 2024. Reporting to the Head of School, the Director of Development serves as leader of all philanthropic activities, including alumnae and parent relations; acts as a strategic thought partner to the Head of School and Board of Trustees and collaborates with colleagues throughout the school community as a member of the School's senior administrative team. A successful Director of Development will build upon the School's impressive history of generosity to further advance Spence's short- and long-term strategic goals in keeping with the School's mission and values.

Opportunities and Challenges

Spence's next Director of Development will join the community at an exciting and busy time at Spence. Head of School Felicia Wilks is completing her second year of leadership and has been enthusiastically received by the entire Spence community. Felicia is a warm and collaborative leader and will welcome the partnership with the Director of Development as they collaborate to advance Spence's mission via philanthropy.

Spence has a healthy culture of philanthropy. Last year, the Annual Fund received over \$4.2 million in contributions, representing 10% of the School's operating budget. As a result of an effective and strong Development Office-volunteer partnership, the Annual Fund reached 93% parent and 41% alumnae participation--a remarkable accomplishment. There is also an impressive history of successful capital giving and the most recent capital campaign surpassed \$100 million, making Spence one of the highest-performing independent school giving programs.



With Spence’s long-range plan set to conclude in 2025, the School’s leadership is currently engaged in a collaborative process to develop the next strategic plan and subsequent capital campaign. The Director of Development will play an integral role in all aspects of campaign planning and implementation. The Director of Development works closely with the Board of Trustees, attending full Board sessions, a number of Committee meetings, and serves as the School’s liaison to the Advancement Committee and Committee on Trustees.

The Director of Development will serve as the leader of the Development Office, a dedicated and talented group of individuals with varied lengths of tenure at the School. Currently, the office is a team of eight (The Director of Development, Director of Annual Fund and Donor Relations, Alumnae Director, Assistant Alumnae Director, Development Systems Manager, Manager of Special Events and Parent Relations, Development Associate, and Development Office Assistant). Spence’s next Director of Development will be charged with assessing that they are appropriately staffed for future initiatives, with a special focus on campaign and major gifts staffing. As the Development Office is responsible for a number of school-wide events, including Commencement, Grandparents Day, and an endowed lecture series, they play an active, forward-facing role in building community. The Director of Development will work to ensure that the team is cohesive and collaborative, connected with the greater school community and Spence’s mission and values, and possess pride and high morale.

The priorities, challenges, and opportunities ahead for the Director of Development include:

- Partnering with the Head of School to advance Spence’s mission via philanthropy;
- Planning and launching Spence’s next capital campaign;
- Serving as the School’s liaison to fundraising counsel;
- Providing leadership to the Development Office via collaborative goal setting, clear communication, and constructive feedback;
- Developing meaningful and authentic relationships throughout the Spence community;
- Participating in the School’s senior administrative team;
- Collaborating closely with administrative colleagues and developing a strong and productive partnership with the Director of Communications;
- Contributing to Spence’s commitment to institutional equity via the implementation of inclusive practices.



Qualifications and Personal Attributes

The most competitive candidates will offer most or all of the following qualifications and qualities:

- 10+ years of fundraising experience. Independent school experience, along with knowledge and understanding of philanthropy in New York City, are preferred but not required;
- Deep grounding in all aspects of development work including annual giving, capital campaigns, major gifts, prospect research, alumni relations, communications, and special events;
- Adept in use of technology, databases and robust data gathering, analysis and reporting;
- An understanding of the importance of mentoring and supporting the Development Office;
- Experience in leading and assessing teams;
- The ability to cultivate and build strong and authentic relationships with a broad array of colleagues and constituents;
- A desire and ability to build community in an inclusive and thoughtful manner;
- Extensive organizational and people skills with experience in working independently;
- Respect for the importance of confidentiality and discretion;
- Excellent verbal and written communication skills;
- Interest in engaging in a lively and busy school environment;
- A joyous spirit and a fine sense of humor.

Learn More

Click on the links below to learn more about Spence School.

[School Website](#)

[School History](#)

[Core Values](#)

[Diversity and Equity](#)

[Long Range Plan](#)

[College Matriculation](#)

[About New York, New York](#)



To Apply

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- Samples of professional writing: newsletter, articles, communication to school community;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

Sara Shulman

Practice Leader – Development and Finance
sara.shulman@carneysandoe.com

Susanna Jones

Senior Consultant
susanna.jones@carneysandoe.com

The full-time equivalent salary range for this position is \$275,000-\$325,000. The starting salary is based upon, but not limited to, several factors that include years of experience, education level, and expertise.