



## Director of Stewardship and Donor Relations

The Thacher School  
Ojai, California

Founded in 1889 by Sherman Day Thacher, The Thacher School serves academically talented students from 24 states and 9 countries in a rigorous college preparatory experience. Fifty-five percent of students identify as people of color. The faculty and students live and work closely together on a 427-acre campus nestled in the foothills of the Los Padres National Forest in Ojai, California (85 miles north of Los Angeles). Honor, fairness, kindness, and truth are the cornerstones of school life. Together, the school community commits to the belief that demands in the academic classroom, when combined with those of mountains and horses, of sports and the arts, produce independent minds, strong bodies, and powerful character. The School enrolls 260 students, has an operating budget of \$25 million, and an endowment of \$198 million.



Thacher's track record of fundraising is exceedingly impressive. In 2008, the School completed an \$81 million campaign: adding two new dorms, a performing arts center, student commons, all-weather track, a new field, and a weight room. In June 2021, Thacher finished the \$190 million "Next Peak" Capital Campaign to enhance the endowment, create a new Dining Hall, and the new Creativity and Technology Center. The annual giving and events programs are very strong—56% percent of alumni and 95% of parents supported the school last year. Thacher is among the most supported schools in the nation, raising \$4.8 million in the 2020-2021 school year.

### Director of Stewardship and Donor Relations

This position reports to the Director of Development and is a member of the Alumni and Community Engagement Team. They are responsible for managing and implementing a comprehensive stewardship program that appropriately and consistently promotes interactions with and recognition of donors at all levels. They will also collaborate closely with the Director of Institutional Advancement and other Major Gift Officers and other teams.



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## Major Functions and Responsibilities:

- Ensure stewardship and impact reporting of endowment funds, annual fund, and major gifts including writing reports, developing, and implementing programs, and working directly with donors
- Develop and oversee the implementation of a highly personalized donor relations plan that aligns with Thatcher themes and values
- Work frequently with major donors on specifics of their donations and pledges. Oversee interactions with endowed fund donors to share impact of their gifts, thank them for their support, and ensure that funds are being expended according to donor wishes
- Oversee and implement the daily operations associated with the stewardship program
- Partners with major gift officers to facilitate high-touch, quality stewardship engagement opportunities for individual donors
- Ensures that donors to the School are thanked appropriately, professionally, and accurately according to gift levels, funds, donor history, and special circumstances through oversight of all acknowledgement letters
- Oversees the implementation of the yearly report on giving to all constituencies
- Responsible for overall strategy for donor relations and stewardship
- Manage strategy and correspondence with former trustees
- Manage relationships with foundations



## Experience and Skills:

- Strong interpersonal and written communication skills
- Alignment with and ability to articulate the mission and values of The Thatcher School, the School's commitment to equity and inclusion, and its current direction of strengthening the school culture
- A proven record of accomplishment in donor relations and stewardship work
- Critical and strategic thinker who possesses strong time- and project-management skills
- Professional and courteous demeanor and the ability to work collaboratively with colleagues, and all constituents with a customer service mindset
- Ability to plan and execute events and programs and measure/report their impact.
- Knowledge of educational fundraising culture is an asset and experience with secondary or higher education and moves management is preferred
- A proven track record of creativity, innovation and high level of organization
- Ability to work independently and as a member of a team in a fast-paced environment
- Ability to work with senior administrators and faculty on a collegial basis
- Bachelor's degree
- Experience with Raiser's Edge or an equivalent CRM



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### **Compensation and Benefits:**

This is a full-time, exempt position. Some flexibility with onsite work is possible. Start date TBD. Compensation is dependent on experience. In addition to meaningful and rewarding work, Thacher provides an excellent compensation and benefits package including medical, dental, life & long-term disability insurance, a generous retirement program, and paid time off. **This position does not include on campus housing.**

### **Interested Persons Contact:**

Jonathan K. Ball  
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Carney, Sandoe & Associates  
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[jball@carneysandoe.com](mailto:jball@carneysandoe.com)

*All inquiries and nominations are kept confidential.*

*The Thacher 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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