

DIRECTOR OF DEVELOPMENT SEARCH

WHITBY SCHOOL

Greenwich, Connecticut

whitbyschool.org

Start Date: July 2023



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM



Mission Statement

Whitby inspires a passion for learning and empowers each child to take responsibility as an open-minded, principled citizen in a global community.

At a Glance



Established
1958



Total enrollment
322



Total faculty
75



Fulltime teachers per
classroom
2



Financial aid awarded
\$1.2M



Faculty with advanced degrees
55%



Campus size
30 acres

Middle School enrollment: 75

Lower School enrollment: 80

Whitby Montessori Children's House enrollment: 180

Languages spoken in the Whitby community: 20+

Students receiving aid: 15%

Endowment: \$4M

Annual operating budget: \$12.5M



Overview

Whitby School is a pioneer in early education, committed to ensuring that every child is seen, valued, and understood. The school is an independent, co-educational day school for students aged 18 months through grade 8, located in the historic town of Greenwich, Connecticut, within commuting distance of New York City. At Whitby, faculty believe that when children are given the freedom to explore the real-world issues and challenges around them, they will acquire the necessary skills to become lifelong learners and compassionate global citizens.

Since its founding in 1958, Whitby School has been a beacon for child-centered education. At Whitby, the youngest students benefit from a Montessori education that helps them become creative, passionate, joyful learners. In Lower School (grades 1-4) and Middle School (grades 5-8) students build on that foundation through the International Baccalaureate PYP and MYP programs. When Whitby students head to high school, they are well prepared academically, self-aware, confident, and globally minded. Whitby effectively combines genuine respect for the child with rigorous academics, in the context of a welcoming and warm community. As one faculty member said, "Whitby has a soul."

Whitby seeks a seasoned and thoughtful professional to serve as the school's next Director of Development, assuming the role in July 2023. The Director of Development serves as leader of all fundraising activities, 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. The Director of Development will engage the school's warm and supportive community of parents, alumni, grandparents, faculty, staff, and friends to advance the school's mission via strategic and inclusive philanthropic programs.



Responsibilities, Opportunities, and Challenges

In addition to embracing Whitby School's mission, supporting its leadership, and representing the school at professional and public forums, the new Director of Development has a number of primary responsibilities, opportunities, and challenges:

- Enhancing Whitby's culture of philanthropy through constituent engagement and participation in the school's various giving programs
- Overseeing all aspects of the development program, including annual giving, capital campaigns, special events, and community relations
- Working collaboratively with the Head of School and Board of Trustees to develop and implement fundraising strategy
- Serving as an active and engaged member of the Senior Administrative Team
- In partnership with the Director of Marketing and Communications, developing a compelling case for philanthropic support and creating complimentary print and digital materials for prospects
- Partnering with Whitby's Parent Association to create and execute community-building programming
- Strengthening the relationship with Whitby alumni, ensuring that they remain connected with their alma mater
- Maintaining own solicitation portfolio
- Overseeing the fundraising database and utilizing data to improve fundraising programs and cross-departmental processes
- Managing the development budget



Qualifications and Personal Attributes

- 5+ years of fundraising experience. Independent school experience is preferred but not required
- The ability to work collaboratively with multiple constituencies
- Respect for the importance of confidentiality
- Excellent verbal and written communication skills
- A commitment to equitable fundraising practices
- Appreciation for an intimate school setting that is highly collaborative and hands-on
- Experience working with and motivating volunteers
- A joyous spirit and a fine sense of humor

Learn More

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

[School Website](#)

[Secondary School Matriculation](#)

[Whitby Education](#)

[About Greenwich, Connecticut](#)



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;
- 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

Search Consultant

sara.shulman@carneysandoe.com