

DIRECTOR OF DEVELOPMENT SEARCH

INDEPENDENT SCHOOL ALLIANCE

Culver City, California

independentschoolalliance.org

Start Date: Immediately



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Mission Statement

To empower children of exceptional talent and potential from racially underrepresented and economically under-resourced communities in order to transform independent schools and society.

Giving Highlights



Raised
\$764,552



Board participation
100%



Endowment
\$311,000



YoY growth
29%

Overview

Established in 1985, Independent School Alliance (ISA) is a small but impactful organization dedicated to empowering children of exceptional talent and potential from racially underrepresented and economically under-resourced communities to transform independent schools and society. Committed to making a difference in the lives of the students and parents that we serve through our wrap-around services and programming, ISA is the oldest and preeminent organization based in Southern California helping to place talented students of color in independent schools in Greater Los Angeles. Our small but mighty team is passionate about our mission and is driven to create positive change in our community.

ISA is seeking a dynamic and experienced Director of Development to fill this newly created position to lead our fundraising efforts and drive our organizational growth at a particularly critical point in our history, having just celebrated our 41st anniversary.

The Director of Development will be a key partner with ISA's Executive Director, Dr. Dana Coleman, and will be responsible for creating and implementing comprehensive fundraising strategies to support our mission and ensure the sustainability of our programs. On the heels of record fundraising results, this individual will be a key partner to meet ISA's aspirational goals.

The successful candidate will play a critical role in cultivating relationships with donors, securing funding and grants, and expanding our donor base. The Director of Development will report to the Executive Director and supervise the Advancement and Marketing Specialist. The position is intended to be a full-time remote role, with limited time in the office per month at ISA's office located in Culver City, CA.



Member Schools

For over 40 years, the Independent School Alliance has assisted thousands of young people and their families in achieving their dream of quality education within our member school community. We endeavor to make the Independent School community reflect the diversity and cultural richness of the world outside its doors.

Archer School for Girls	Flintridge Sacred Heart	Sequoyah School
Berkeley Hall School	Geffen Academy at UCLA	St. James Episcopal School
Brentwood School	Harvard-Westlake School	Stevenson School
The Buckley School	The John Thomas Dye School	The Thacher School
Calvary Christian School	Laurence School	Viewpoint School
Campbell Hall Episcopal School	Le Lycée de Français de Los Angeles	Village School
Carlthorp School	Marlborough School	Vistamar School
Cate School	Marymount High School	Walden School of California
The Center for Early Education	Mirman School	The Waverly School
Chadwick School	New Roads School	The Webb Schools
Chandler School	Notre Dame High School	The Wesley School
Children's Community School	The Oaks School	Westerly School
Crestview Preparatory School	Oakwood School	Westridge School
Crossroads School for Arts & Sciences	Pacifica Christian High School	Westside Neighborhood School
Curtis School	Polytechnic School	Wildwood School
Echo Horizon School	Providence High School	The Willows Community School
Flintridge Preparatory School	PSI Pluralistic School	Windward School



Key Responsibilities

In addition to embracing Independent School Alliance's mission, supporting its Executive Director and staff, and representing the organization at professional and public forums, the new Director of Development has a number of primary responsibilities:

- Working collaboratively with the Executive Director and Board of Trustees, develop and execute a strategic fundraising plan to achieve annual revenue goals and long-term sustainability objectives;
- Cultivate and steward relationships with individual donors, foundations, corporations, and other funding sources to secure financial support for ISA;
- Solicit and steward major gifts;
- Identify and pursue new funding opportunities through research, prospecting, and networking;
- Oversee the planning and execution of fundraising events, campaigns, and initiatives;
- Collaborate with the Executive Director, Board of Directors, and the Board's Development Committee to engage key stakeholders in fundraising activities and communicate the impact of donor support;
- Manage donor databases and ensure accurate and timely recording of donor interactions and contributions;
- Provide leadership and guidance to the development team, including staff and volunteers, to maximize fundraising effectiveness;
- Stay informed about trends and best practices in nonprofit fundraising and philanthropy, and adapt strategies accordingly;
- Prepare reports and presentations on fundraising progress, outcomes, and impact for internal and external stakeholders;
- Represent ISA at community events, meetings, and conferences to promote awareness and support for our mission;
- Manage and execute all events for Auxiliary Groups, Gala Dinner Committee, and Annual Gala;
- Serve as an active, engaged, and collaborative member of the ISA Team;
- In partnership with the Advancement and Marketing Specialist, develop a compelling case for philanthropic support and create complimentary print and digital materials for prospects;
- Strengthen the relationship with Independent School Alliance's alumni, ensuring that they remain connected with the organization;
- Manage the development budget.



Qualifications and Personal Attributes

- Bachelor's degree in nonprofit management, fundraising, communications, or a related field;
- 5+ years of fundraising experience, with a proven track record of successfully securing major gifts, grants, and sponsorships. Independent school experience is preferred but not required;
- Strong understanding of fundraising principles, techniques, and strategies, including donor cultivation, stewardship, and solicitation. Direct experience with grant writing and foundation work is a plus;
- Excellent verbal and written communication skills, with the ability to articulate a compelling case for support and engage diverse audiences;
- Demonstrated leadership and management experience, with the ability to motivate and mentor staff and volunteers;
- Strategic thinker who can develop and implement innovative fundraising strategies to achieve organizational goals;
- Highly organized and detail-oriented, with the ability to manage multiple projects and priorities simultaneously with EQ, patience, and grace;
- The ability to work collaboratively with multiple constituencies;
- Respect for the importance of confidentiality;
- Appreciation for an intimate office setting that is highly collaborative and hands-on;
- Self-starter with the ability to work independently and pivot when necessary;
- Proficiency with Donor Perfect or CRM, Microsoft Office, Google Suite, and other relevant fundraising tools and technologies;
- Unequivocal commitment to ISA's mission and to equitable fundraising practices.

Learn More

Click on the links below to learn more about Independent School Alliance.

[ISA Website](#)

[About Los Angeles, California](#)

[Member Schools](#)



To Apply

Interested and qualified candidates are invited to contact the consultant 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 directed to Dr. Dana Coleman;
- 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:

Cathy Shelburne

Consultant and Executive Coach

cathy.shelburne@carneysandoe.com

The full-time equivalent salary range for this position is \$120,000 - \$150,000. The starting salary is based upon, but not limited to, several factors that include years of experience, education level, and expertise.