



FORMAN SCHOOL

Director of Advancement

Forman School
Litchfield, CT

Forman School is an independent, coeducational, college preparatory school for boarding and day students with identified learning differences. Forman develops the whole student, based on each individual's learning profile, so that all graduates become educated, confident self-advocates throughout life.

Forman is committed to sustaining an inclusive environment that fosters a deeper understanding of differences in race, gender, sexual orientation, age, ethnicity, religion, socioeconomic status, geographical origin, physical ability, and family structure.

We believe society is bettered when we learn from and embrace those with different experiences and perspectives from our own. Our community values truth, respect, and kindness.



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

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Director of Advancement:

The Director of Advancement will lead a motivated team in driving transformative fundraising initiatives for a mission-driven school that empowers students with learning differences. This exciting role offers the opportunity to shape and implement strategies that fuel the school's growth and success, including managing major donor relationships and overseeing effective, comprehensive fundraising campaigns. With the chance to make a lasting impact on the lives of students, the Director will collaborate closely with school leadership and departments to build a culture of giving that supports both immediate needs and long-term goals. This is an inspiring opportunity to contribute to a school that's dedicated to providing exceptional educational experiences and support for every student.



Key Responsibilities:

Leadership & Strategy

- Work in partnership with the Head of School, Board of Trustees, and senior administration to lead the school.
- Participate as a member of the senior leadership team.
- Collaborate with the Head of School and Board of Trustees to develop strategic philanthropic initiatives, long-range plans, and fundraising strategies, following best practices.
- Support and co-lead the Advancement Committee meetings, providing regular reports to the Board.



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Key Responsibilities (continued):

Fundraising & Donor Relations

- Oversee all aspects of fundraising (annual, major, planned, and campaign giving) and constituent engagement.
- Establish and achieve fundraising targets and develop strategies for donor cultivation, solicitation, and stewardship at all levels.
- Ensure effective use of data management systems for major gifts prospect management, campaign tracking, and stewardship reporting.
- Manage a portfolio of 50-75 major gift prospects and oversee major gift solicitation and stewardship.
- Lead the development of persuasive fundraising materials (proposals, case statements, donor communications).
- Oversee donor recognition, volunteer programs, and fundraising events.
- Foster a culture of philanthropy and volunteerism within the school community.

Team Management & Development

- Lead and manage the Advancement Office team of three, setting clear goals, providing regular feedback, and promoting professional development along with training and monitoring outcomes against stated goals.
- Collaborate with the Communications, Marketing, Admissions, and other administrative teams to support enrollment, public relations, and recruitment efforts.
- Oversee the daily operations of the Advancement and Alumni office, ensuring effective use of resources and systems.



Alumni & Community Engagement

- Guide, monitor, and grow alumni relations, mentoring programs, and parent engagement initiatives.
- Act as a key spokesperson, building relationships with school constituents, community members, and donors.
- Represent the school at local events, town relations, and other community organizations/boards.



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Key Responsibilities (continued):

Event Planning & Travel

- Represent the school at on- and off-campus events, maintaining a visible and active presence in the community.
- Oversee the planning and execution of major on-campus events (Family Weekends, Alumni Weekend, etc.) and off-campus events (alumni gatherings, socials, receptions).
- **Travel domestically and internationally as needed for advancement.**

Budgeting & Financial Sustainability

- Develop and manage the Advancement Office budget, ensuring effective allocation of resources to meet fundraising goals.
- Work with the Board of Trustees, CFO, and Head of School to develop long-term financial sustainability plans.
- Establish goals for fundraising budgets, following best practices and setting metrics for success for the team.
- Other duties as assigned by the Head of School.



Qualifications:

- Bachelor's degree required; advanced degree preferred.
- Minimum of 5–7 years of progressive leadership experience in development, preferably in independent schools or nonprofits.
- Proven track record in fundraising and donor relations, especially major gifts and campaigns.
- Successful experience running endowment campaigns
- Strong understanding of and experience in marketing and communications.
- Exceptional interpersonal, verbal, and written communication skills.
- Experience with advancement software (e.g., Blackbaud, Raiser's Edge, or similar CRM platforms).
- Ability to manage multiple priorities in a fast-paced environment.



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Personal Qualities:

- Collaborative and strategic thinker with a deep commitment to the mission of independent education.
- Relationship builder and connector.
- Strategic, creative, and data-informed.
- Enthusiastic team player with a positive and professional demeanor.
- High level of integrity and discretion.

**Other Expectations:**

This position is a member of a boarding school faculty. Candidates should be interested in contributing outside of the classroom and becoming fully involved in the student life program. Faculty are expected to demonstrate respect for diversity of identities and experiences, an orientation toward equity and inclusion, and cultural competency in all aspects of school life.



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This description provides an overview of the role, including the key responsibilities, required qualifications, and necessary skills. It is not meant to be a comprehensive list of all current or future job duties and requirements.

The compensation and benefits package are competitive and will be commensurate with the local and national independent school market. The salary range for this position is between \$150,000 and \$180,000 and will be based upon several factors, including but not limited to the candidate's work experience, education, training, key skills, and credentials. The final salary may fall outside the stated range.



Interested Persons Contact:

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

All inquiries and nominations are kept confidential

Forman School is an Affirmative Action Equal Opportunity Employer and encourages applications from candidates of color. Forman School reaffirms its long-standing nondiscriminatory policy and employs individuals of any race, religion, sexual orientation, gender identity, or national origin to all the rights, privileges, programs, and activities generally accorded or made available at Forman. Forman does not discriminate in its hiring, educational policies, admissions policies, scholarship programs, or athletic and other school-administered programs.



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