



ASSOCIATE HEAD OF SCHOOL FOR ADVANCEMENT

Start Date: July 2027 or earlier

Lake Highland Preparatory School

Orlando, Florida | lhprep.org



Carney
Sandoe
& ASSOCIATES

MISSION AND VISION

Within an atmosphere of love, concern, and mutual respect, Lake Highland Preparatory School is committed to instilling Christian values, inspiring patriotism, developing leaders, and preparing students for college and lifelong learning through academically challenging programs and affirming competitive experiences.

Vision

Lake Highland Preparatory School develops and empowers students with noble character, keen intellect, and an enduring love of learning to thrive in a highly competitive, widely collaborative, and ever-changing world. The school embraces a “whole child” approach by fostering confident, competent, and functional citizens who are intellectually, physically, emotionally, and spiritually prepared to pursue their dreams, achieve their full potential, and successfully cope with life challenges.

At a Glance



1970
established



2,100+
total enrollment



33%
students of color



171
total faculty



54%
faculty with
advanced degrees



17:1 (avg)
student-faculty ratio



OVERVIEW

Lake Highland Preparatory School (LHP), a Prekindergarten through 12th grade school in Orlando, Florida, and the eighth largest independent school in the US by enrollment, offers its nearly 2,100 students an unparalleled education with long-lasting life lessons rooted in integrity, grit, and grace. Established in 1970, Lake Highland ensures that every child is known and nurtured. Students experience learning within an academically challenging and supportive environment and with teachers who are actively committed to the academic and social-emotional development of every child. This powerful combination results in joyful learning that prepares students exceptionally well for college and life.

Since its founding, Lake Highland has delivered an education that faculty and parents characterize as providing a range of extraordinary opportunities for students in every grade; in fact, LHP's tagline is Central Florida's "School of Opportunity" within an atmosphere of love, concern, and mutual respect. The school's focus is simple: to develop young scholars with empathy for others, pride in our country, curiosity to innovate, confidence to contribute, courage to lead, and perseverance to conquer life's challenges. Here, the spirit of community is a resounding strength.

Empowered by education and defined by character, Highlanders receive an exceptional education and are offered unique opportunities to learn and develop the capacity to lead. While the student body comprises many different faiths, LHP strives to instill Christian values that align with the fruits of the spirit, including love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Beginning with the youngest Highlanders, the school's leadership continuum focuses on the cultivation of a student's moral character by providing opportunities to both serve and lead.





Now, Lake Highland seeks a strategic and relational leader to serve as Associate Head of School for Advancement. This is a unique opportunity to join a thriving institution at a moment of exciting transformation, with bold strategic planning, a major capital campaign underway, and a deep commitment to both community and tradition.

Reporting directly to President Jim McIntyre and serving as a key member of the President's Leadership Team, the Associate Head of School for Advancement will lead the school's philanthropy and advancement program in its entirety, encompassing annual giving, major and planned gifts, and campaign fundraising. This leader will partner closely with the Directors of Communications and Marketing and of Enrollment Management, ensuring that Lake Highland's advancement work, storytelling, and family recruitment are well aligned in service of the school's mission.

With a solid foundation in place, including a successful fundraising track record, an endowment poised for growth, and the transformational Elevate Campaign, LHP is well positioned to support the incoming Advancement leader. The school seeks a seasoned and relational fundraising professional who will honor the school's rich history and family-centered culture while bringing fresh eyes, strategic clarity, and collaborative energy to strengthen a comprehensive philanthropy program.

ORLANDO, FLORIDA

Orlando, Florida, is a thriving city of more than two million residents, home to a vibrant and well-kept city center and the beneficiary of sunny weather year-round. Its climate, lifestyle, and international connectedness are all magnets for people seeking healthy, productive living environments.

While Walt Disney World, Universal Orlando, SeaWorld, Discovery Cove, and LEGOLAND are all located in Orlando, outside the resorts and theme parks, Orlando offers residents an urban/suburban mix, with plenty of services, shops, cafés, theaters, and more. Well-planned neighborhoods with eclectic houses and leafy side streets are filled with local businesses, from markets to innovative restaurants. Downtown Orlando is the largest urban center in Central Florida. It is home to iconic skyscrapers, sports centers, theatres, art galleries, shopping centers, and parks. It boasts an excellent restaurant and nightlife scene, as well as hosting an array of festivals, parades, and high-profile events. With three theaters, an outdoor plaza, and an entertainment venue, the Dr. Phillips Center for the Performing Arts hosts a variety of stage performances and is home to the symphony (The Orlando Philharmonic Orchestra) and a ballet company simply called The Company. Just north of downtown, Winter Park adds a charming, walkable alternative, with brick streets, a picturesque chain of lakes, upscale boutiques along Park Avenue, and the Morse Museum, home to the world's largest collection of Tiffany glass.

Known for its diversity, Orlando is also highly rated for the quality of life, education, and work opportunities, including digital media, agricultural technology, aviation, aerospace, and software design. Orlando is known for the Central Florida Research Park, home to more than 120 companies. Within three miles of each other, the University of Central Florida and Valencia College create a culture of collaboration guaranteed to provide an excellent learning experience and university education, joined by nearby Rollins College in Winter Park, a top-ranked private liberal arts institution.

Outdoor recreation and a major sports team add to Orlando's appeal. The city boasts the most golf courses in the U.S. and has around 100 lakes to enjoy and explore. Ecotourism is popular, and the area's lush environment includes manatee habitats, scenic nature preserves, crystal clear springs, hiking trails, and more. Sports fans cheer for the Orlando City Soccer Club and the NBA's Orlando Magic.



THE OPPORTUNITY

STRATEGIC LEADERSHIP

The Associate Head of School for Advancement will serve as the President's senior advisor and thought partner on all areas of institutional philanthropy and advancement. This leader will develop and implement a comprehensive, data-informed advancement strategy that supports Lake Highland's strategic vision, The Future Is Here. The strategic plan boldly positions the school for long-term philanthropic growth and sustainability.

In partnership with senior leadership and the Board of Trustees, the Associate Head will advance the school's philanthropic priorities and long-term fundraising capacity. They will work closely and collaboratively with the Directors of Communications and Marketing and of Enrollment Management to ensure that advancement efforts are well coordinated and resources are leveraged with the school's broader storytelling and family-recruitment work.

They will also engage with the Orlando community to extend Lake Highland's mission through strategic partnerships, civic involvement, and leadership engagement that generate opportunities and resources for the school.





ADVANCEMENT & PHILANTHROPY

The Associate Head will lead all fundraising initiatives, including the Highlander Fund (annual giving), capital campaigns, planned giving, corporate and foundation support, and endowed funds. They will design and implement systems for identifying, cultivating, soliciting, and stewarding donors to strengthen the culture of philanthropy across the Lake Highland community. This leader will personally manage a portfolio of major donors and prospects, building meaningful, mission-aligned relationships with them. They will oversee stewardship and donor recognition events, including the Founders Circle, President's Dinner, and annual giving reports. Additionally, the Associate Head will partner closely with the President to implement strategic fundraising initiatives that strengthen key donor relationships and secure financial resources to advance the school's mission and long-term vision, including helping to identify and support the President's own portfolio of prospects and donors.

The development of meaningful partnerships with all constituencies is paramount. The Associate Head will clarify and strengthen the partnership with the Lake Highland Parent Association and support alumni engagement through volunteer opportunities, events, and philanthropy. They will serve as the primary liaison to the Development Committee and Committee on Trustees, ensuring active Board engagement in philanthropy and governance.

The Advancement program is entering an important period of renewal. Following a period of staff transition, the school has engaged Marts & Lundy, a leading philanthropic consultancy, which is currently conducting a comprehensive assessment of the department's structure, systems, and staffing. This assessment will provide the incoming Associate Head with a clear, data-informed roadmap for rebuilding a right-sized, high-performing team and infrastructure, positioning this leader to establish strong new foundations and build lasting philanthropic momentum from day one.

In collaboration with the Business Office, they will ensure accuracy in financial reporting, gift processing, and compliance with ethical fundraising standards. The Associate Head will oversee Advancement operations to ensure the integrity, security, and strategic use of data, integrating analytics and donor intelligence into all advancement strategies.



PARTNERSHIP WITH PEER DEPARTMENTS

The Associate Head will build strong, collaborative working relationships with the Directors of Communications and Marketing and of Enrollment Management. Partnering with the Director of Communications and Marketing, they will help ensure that donor- and campaign-facing storytelling, publications, and digital content are consistent with the school's broader brand and messaging. Partnering with the Director of Enrollment Management, they will help align advancement priorities and family relationships with the school's recruitment and retention efforts, contributing strategic input and advancement expertise to both areas.

LEADERSHIP AND TEAM DEVELOPMENT

The Associate Head will build, lead, and mentor a high-performing Advancement team, setting clear goals, establishing success metrics, and promoting professional growth across annual giving, major and planned gifts, alumni relations, and advancement operations.

This leader will build a culture of transparency, collaboration, and mission-driven excellence, serving as a mentor and modeling ethical leadership, humility, and professionalism consistent with Lake Highland's values.



\$2.1M

financial aid
awarded



6.6%

students receiving aid
(grades 6-12)



\$10.1M

endowment



\$64M

annual operating
budget



34 AP courses

83 Honors courses



43 acres

campus size

QUALIFICATIONS AND PERSONAL ATTRIBUTES



- Bachelor's degree required; master's preferred.
- Ten or more years of progressively successful advancement experience with a record of accomplishment of building comprehensive fundraising programs and plans that achieve excellent results.
- Experience working with advancement database systems. analytics to inform strategy, measure progress, and enhance donor cultivation, solicitation, and stewardship efforts.
- Commitment to the mission and values of Lake Highland Prep and the ability to support and communicate them effectively.
- Outstanding relationship-building and collaboration skills to work with a diverse community.
- Proven experience leading successful capital campaigns and building a coordinated fundraising program that integrates annual giving (Highlander Fund), major, and planned gifts.
- Ability to partner with the President, Associate Head of School, and Chief Financial Officer to align fundraising goals and financial planning, ensuring transparency and the strategic use of philanthropic resources to advance institutional priorities.
- An understanding of independent school financial models and the integral role of advancement in achieving financial goals.
- Success in identifying, soliciting, securing, and stewarding a portfolio of donors.
- Deep experience with volunteer management.
- Lead with compassion and high expectations, providing the challenge and support needed for others to grow in confidence, competence, and character.
- Build and maintain trust through integrity, reliability, accountability, confidentiality, generosity, and mutual respect.
- Establish consistent systems and processes that strengthen the mission, support people, and sustain excellence.
- Lead with honesty, humility, and empathy.
- Foster collaborative and inclusive communities where people feel valued, contribute meaningfully, question respectfully, and grow together.
- Knowledge of best practices in fundraising and the ability to apply them in innovative ways.
- A self-starter with a flexible and adaptable style who can construct, articulate, and implement an annual advancement plan while building and inspiring a collaborative team.
- Patience and persistence, with an ability to set ambitious, challenging, and tangible goals.
- Strong supervisory experience that demonstrates the ability to lead, mentor, and develop an advancement team to achieve the institutional goals of LHP's mission and strategic plan.



- Inclusive, ethical, and mission-driven professional who models integrity and respect.
- Sophisticated communication skills, both oral and written, and the capacity to tailor messaging to the needs and interests of all audiences.
- Willingness to travel to cultivate and solicit prospects and to steward donors.
- Experience working in an independent school or private college environment is preferable.
- Experience working with advancement database systems and analytics to inform strategy, measure progress, and enhance donor cultivation, solicitation, and stewardship efforts.
- Visionary, collaborative leader with high emotional intelligence.
- Demonstrated financial acumen and the ability to align fundraising strategy with long-term fiscal sustainability.
- Strategic thinker who values the expertise and contributions of others.
- Passionate advocate for education, community engagement, and student success.
- Alignment with Lake Highland's mission and values.
- A joyful spirit and a fine sense of humor.



LEARN MORE

- [School Website](#)
- [Strategic Plan](#)
- [Diversity, Equity, and Inclusion](#)
- [College Matriculation](#)





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:

JONATHAN BALL

Managing Associate

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SARA SHULMAN

Practice Leader – Development and Finance/Senior Consultant

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Lake Highland is accredited by the Southern Association of Colleges and Schools and by the Florida Council of Independent Schools, and Cognia. LHP is also a member of the National Association of Independent Schools.



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