

DIRECTOR OF ADVANCEMENT SEARCH

MOUNT TAMALPAIS SCHOOL

Mill Valley, California

mttam.org

Start Date: July 2026



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Vision

We envision a world where...Education inspires action.

Mission

Learning is revered, and education is joyful.

At a Glance



Established
1976



Enrollment
270



Total professional community
55



Student/teacher ratio
7:1



Students of color
29%



Financial aid awarded
\$1.9 million



ProComm with advanced degrees
49%



Campus size
5 acres

Zip codes represented: 26

Languages spoken: 18

ProComm of Color: 10

Students receiving aid: 21%

Endowment: \$5.3 million

Annual operating budget: \$12.5 million



Overview

Mount Tamalpais School (MTS) is a vibrant K–8 community nestled in Mill Valley, California, where learning is revered and education is joyful. Known for its inclusive culture, dedicated Professional Community (ProComm), and unwavering commitment to its values, the school fosters deep relationships and a genuine sense of belonging for every student and family.

Founded in 1976, Mount Tamalpais School has evolved into a dynamic institution serving 270 students with a 7:1 student-teacher ratio and a reputation for academic excellence and innovation. In 2016, Andrew Davis joined MTS as Head of School. A warm and visionary leader, Andrew has strengthened community relations while significantly improving the school's enrollment and financial health. The community is strong. The Professional Community is deeply invested in all aspects of school life—from carpool duty to attending student performances to demonstrating steadfast support of the school's mission. Recent milestones include the creation of a strategic plan, the school's first-ever capital campaign, and strategic investments in ProComm support and financial accessibility.

Now, MTS seeks an experienced, relational, and creative fundraising professional to serve as its next Director of Advancement, beginning in July 2026. The Director of Advancement will join this mission-driven community at a pivotal moment, building on the momentum of the current capital campaign's success. This leader will oversee a comprehensive advancement program encompassing annual giving, major gifts, endowment growth, constituent engagement, and signature events. Reporting to the Head of School, this strategic position will work collaboratively with all community members to inspire philanthropy, strengthen operational systems, and cultivate the meaningful relationships that will ensure the school's vision for its future.

The Opportunity

Mount Tamalpais School seeks an entrepreneurial advancement leader to shape the next chapter of philanthropy as its Director of Advancement. This is a unique moment in the school's history: the first-ever capital campaign is approaching its \$12M goal; a beautiful new building is set to open this spring; and two innovative spend-down funds are supporting ProComm development and financial accessibility. The successful candidate will build on this momentum while succeeding a highly accomplished, relationship-driven fundraising professional who attributes much of their success to deep engagement in the everyday life of the school.



The Director of Advancement will lead comprehensive fundraising efforts at a pivotal time for MTS. Immediate priorities include stewarding the capital campaign to a successful conclusion and modernizing advancement systems to support long-term growth. The position offers the chance to sustain and expand the school's \$1M annual fund, enhance constituent relations with a particular focus on alumni engagement, and implement technology solutions that optimize donor management and communication.

Looking ahead, the Director will work with Head of School Andrew Davis and a highly engaged Board to explore expansion of the school's \$5.3M endowment, deepen major gift strategies, and prepare for the school's 50th anniversary celebration. The role also presents opportunities to leverage MTS's tech-savvy donor base and explore innovative giving vehicles, including cryptocurrency and non-traditional assets—approaches well-suited to the Marin County community.

Success in this role will require balancing ambitious goals with thoughtful execution. The Director must manage simultaneous campaign and annual fund priorities while honoring the school's collaborative community culture. They will need to address local challenges, including the high cost of living for ProComm in Marin County and the imperative to increase financial access for a more inclusive and diverse student body.

The ideal candidate will bring creativity, adaptability, and a collaborative leadership style. They will honor advancement best practices while embracing the innovative spirit of the school and parent community, engaging deeply in the life of the school, and understanding that relationships are the foundation of sustainable philanthropy at Mount Tamalpais School.

Qualifications and Personal Attributes

Mission Alignment & Personal Character

- A commitment to the mission and values of Mount Tamalpais School and the ability to support and communicate them effectively.
- Inclusive, ethical, and mission-driven professional who models integrity and respect.
- Demonstrated commitment to inclusive advancement practices.
- Someone who appreciates school culture and is not afraid to roll up their sleeves to support all aspects of school life.



- A joyful spirit and a fine sense of humor.
- A passionate advocate for education, community engagement, and student success.

Leadership & Strategic Mindset

- A visionary, collaborative leader with high emotional intelligence.
- Strategic thinker who values the expertise and contributions of others.
- 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.
- Demonstrated financial acumen and the ability to align fundraising and enrollment strategies with long-term fiscal sustainability.
- An understanding of independent school financial models and the integral role of advancement in achieving financial goals.

Relationship Building & Communication

- Outstanding relationship-building and collaboration skills.
- Success in identifying, soliciting, securing, and stewarding a portfolio of donors.
- Sophisticated communication skills, both oral and written, and the capacity to tailor messaging to the needs and interests of all audiences.
- Knowledge of best practices in fundraising and the ability to apply them in innovative ways.

Technical Skills & Professional Experience

- Progressively successful advancement experience with a record of accomplishment in building comprehensive fundraising programs and achieving excellent results.
- Experience working with advancement databases and analytics to inform strategy, measure progress, and enhance donor cultivation, solicitation, and stewardship efforts.
- Experience working in an independent school or private college environment is preferable.

Learn More

Click on the links below to learn more about Mount Tamalpais School.

[School Website](#)

[Inclusion, Equity, and Belonging](#)

[The MTS Experience](#)

[High School Matriculation](#)

[Strategic Plan](#)

[About Mill Valley, California](#)



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

Practice Leader – Development and Finance/Senior Consultant

sara.shulman@carneysandoe.com

Karen Whitaker

Senior Consultant

Karen.whitaker@carneysandoe.com

The full-time equivalent salary range for this position is \$175,000-\$200,000, commensurate with experience. The starting salary is based upon, but not limited to, several factors that include years of experience, education level, and expertise.