



**PROVIDENCE DAY**  
SCHOOL

## **Assistant Head of School for Institutional Advancement**

Providence Day School  
Charlotte, NC

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### **About Providence Day School**

Founded in 1970, Providence Day School (PDS) is an independent, nonsectarian, coeducational college preparatory school serving over 2,000 students in transitional kindergarten through 12th grade. PDS is accredited by the Southern Association of Colleges and Schools and holds memberships in the National Association of Independent Schools and the College Board, among others.



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& ASSOCIATES

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## Assistant Head of School for Institutional Advancement

Providence Day School (PDS) seeks an experienced, strategic, and collaborative Assistant Head of School for Institutional Advancement to lead its comprehensive advancement program. As a member of the senior leadership team, the Assistant Head partners closely with the Head of School and Board of Trustees to support PDS's mission and long-term sustainability.

This leader oversees all aspects of fundraising, alumni relations, and community engagement in a large, dynamic TK–12 independent school. A central responsibility is guiding major philanthropic initiatives—including the planning and execution of large-scale capital or comprehensive campaigns in the \$30–\$70 million range—to advance PDS's strategic priorities, campus growth, and educational innovation.



### Key Responsibilities

#### Strategic Leadership:

- Serve as a senior leader and strategic partner to the Head of School.
- Develop and implement multi-year advancement strategies aligned with institutional priorities.
- Collaborate with and support the Board of Trustees' Advancement Committee.

#### Fundraising & Development:

- Lead all fundraising initiatives: Annual Fund, major gifts, planned giving, corporate/foundation partnerships, and capital/comprehensive campaigns.
- Design, manage, and execute major campaigns in the \$30–\$70 million range.
- Cultivate, solicit, and steward major donors, alumni, parents, grandparents, and community partners.
- Oversee development operations: gift processing, CRM management, donor analytics, and reporting.



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## Key Responsibilities (continued)

### Marketing & Communications:

- Work closely with the Marketing and Communications Department on marketing and communications strategy to elevate the PDS brand and support fundraising and enrollment.
- Ensure consistent messaging and visual identity across publications, digital platforms, and media relations.

### Community & Alumni Engagement:

- Strengthen parent, alumni, and community relationships through programs, events, and volunteer engagement.
- Lead alumni engagement strategy for a growing, diverse alumni base.
- Represent PDS at key community events.

### Team Leadership & Management:

- Lead and mentor advancement staff, including development, alumni relations, and events teams.
- Foster a collaborative, innovative, and accountable team culture.



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## Qualifications

### Education & Experience:

- Bachelor's degree required, advanced degree preferred.
- 10+ years of advancement leadership experience, ideally serving as a CAO in independent schools or large nonprofits.
- Demonstrated success in planning, coordinating, leading and executing capital campaigns from inception through completion in the \$30–\$70 million range.
- Proven track record in securing major gifts, stewarding sophisticated donor relationships with personal success securing transformational philanthropic commitments.
- Experience in TK–12 school environments preferred.

### Skills & Attributes:

- Exceptional interpersonal, communication, and relationship-building skills.
- Strategic thinker with long-term planning and analytical abilities.
- Strong team leadership and project management skills.
- Proficiency with CRMs (e.g., Raiser's Edge, Blackbaud, Veracross) and data-driven decision-making.
- High integrity, discretion, and commitment to confidentiality.

## Core Competencies & Key Performance Indicators (KPIs)

### Core Competencies:

1. **Strategic Leadership & Vision:** Ability to design and execute long-term advancement strategies.
2. **Relationship Building & Donor Engagement:** Builds authentic, lasting relationships with donors, parents, and alumni.
3. **Communication & Brand Stewardship:** Communicates clearly, consistently, and persuasively.
4. **Team Leadership & Talent Development:** Leads, mentors, and motivates a high-performing team.
5. **Operational Excellence & Data Fluency:** Uses data to inform decisions and track progress.
6. **Campaign & Fundraising Expertise:** Mastery in managing major campaigns and moves management.

### Key Performance Indicators (KPIs):

- Fundraising outcomes: Annual Fund growth, major gifts, campaign progress, donor retention.
- Donor engagement: Moves management, touchpoints, event participation.
- Advancement operations: Data integrity, reporting accuracy, process improvements.
- Team development: Staff retention, goal achievement, professional growth.
- Community & alumni engagement: Alumni giving and participation, parent involvement, community partnerships.

### Work Environment & Requirements:

- Flexibility to work evenings, weekends, and travel as needed for donor and alumni engagement.
- Regular on-campus presence to support visibility and community relationships.



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## Compensation

Providence Day School is committed to attracting and retaining outstanding employees through a compensation plan that compares favorably with other independent schools locally and nationwide. Individual salary levels are competitive and determined by educational background and experience aligned with the senior nature of this leadership role.

## Interested Persons Contact

Jonathan K. Ball  
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*All inquiries and nominations are kept confidential*

*Providence Day school is an Equal Opportunity Employer (EOE) with a policy of nondiscrimination in the treatment of employees or applicants for employment without consideration of race, color, ethnicity, religion, age, sexual orientation, marital status, national origin, disability, gender or gender identity.*



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