



DIRECTOR OF ADVANCEMENT

Start Date: July 2026

The Hewitt School

New York, New York | hewittschool.org



Carney
Sandoe
& ASSOCIATES

MISSION

The Hewitt School inspires girls and young women to become game changers and ethical leaders who forge an equitable, sustainable, and joyous future.

ACADEMIC PHILOSOPHY

Presence, Empathy, Research, Purpose

The Hewitt program is carefully constructed around four academic pillars — presence, empathy, research, and purpose — that shape the way its teachers teach, students learn, and, ultimately, the way both teachers and students live their lives: beyond the expected, beyond the easy answer, and beyond what seemed possible. From kindergarten through commencement, Hewitt faculty members exemplify thoughtful presence, social-emotional and intellectual empathy, research-driven teaching, and a personal sense of purpose as they expertly and personally deliver a curriculum that stimulates each girl's capacity for reflective engagement.

At a Glance



1920
established



389
2025-26 enrollment



40%
students of color



60
total faculty



76%
faculty with
advanced degrees



6:1
student-faculty ratio



OVERVIEW

Located on the Upper East Side of Manhattan, The Hewitt School has educated girls for over a century, providing students in Grades K-12 with a learning environment that is both rigorous and joyful. The school's academic program is grounded in four pillars: presence, empathy, research, and purpose. Approximately 400 girls fill Hewitt's historic townhouses with palpable energy and boisterous life. Hewitt girls are inquisitive, supportive of one another, and simultaneously happy and successful: 90% of graduates are admitted to one of their top two college choices. Through the Center for Girls' Research and Leadership, Hewitt leads its peers in conducting and applying research to best practices for girls' education and women's long-term success. In every way, Hewitt lives its mission, inspiring girls and young women to become game changers and ethical leaders who forge an equitable, sustainable, and joyous future.

Hewitt's story begins in 1920, when Caroline Hewitt, a private educator, began offering classes for children in Manhattan. Demand grew quickly, and she soon secured property on the Upper East Side as a permanent home for her school. Hewitt moved to its current location on East 75th Street in 1951 and has since expanded thoughtfully as adjacent properties became available. In 2015, via a capital campaign, the school acquired the Winslow Building, expanding the school's footprint on East 75th Street. Today, Caroline Hewitt's legacy endures through the contributions of faculty, staff, administrators, students, families, and alumnae, and in the high-achieving, happy, and healthy women the school graduates each year.





Hewitt now seeks a strategic, relational, and entrepreneurial leader to serve as its next Director of Advancement. This is a moment of genuine excitement at the school. The next Director will partner with visionary Head of School Dr. Jennifer Zaccara, who joined the school last summer, to lead a comprehensive advancement program anchored by an emerging capital campaign, growth in annual giving, and sustained alumni engagement. Significant campaign planning is already in place, early donor conversations are underway, and the Board is energized by Dr. Zaccara's vision of "One Hewitt." The incoming Director will find an Advancement team ready to engage and eager to grow under strong, mentoring leadership. Reporting to Dr. Zaccara and serving on the senior leadership team, the next Director will be a visible ambassador and key spokesperson who embraces full participation in the life of the school.

This is a compelling opportunity for an advancement leader who relishes the interplay of strategic thinking, direct donor engagement, and hands-on program leadership. The next Director of Advancement will be collaborative, data-informed, and deeply committed to Hewitt's mission to "inspire girls and young women to become game changers and ethical leaders who forge an equitable, sustainable, and joyous future," and will arrive at a school joyfully ready to embrace what comes next.

OPPORTUNITIES AND CHALLENGES

The next Director of Advancement will join Hewitt at a moment of renewed energy and genuine excitement. Just ten months into her tenure, Head of School Dr. Jennifer Zaccara is articulating a bold vision: growth in enrollment, curricular alignment across the K-12 program, an expanded campus footprint to support that alignment, and robust philanthropic engagement to bring it all to life. The recent availability of several neighboring townhouses on East 75th Street presents a unique opportunity to unite the school under one roof, which is essential for fully realizing Caroline D. Hewitt's vision. This consolidation will allow Hewitt to bring all K-12 students together in a true "one schoolhouse model," transforming their educational journey into a cohesive experience while preserving the culture of care and connection that defines the community. Groundwork is well underway for what will be the largest campaign in Hewitt's history, encompassing facilities, program investment, and endowment growth, with early conversations already in motion. The school has engaged CCS Fundraising and a capacity analysis study has been completed along with the creation of a case for philanthropic support.

The next Director will inherit meaningful momentum and will be expected to build on it with enthusiasm and decisive action. Alongside campaign leadership, the role calls for expanding annual giving, deepening alumnae engagement, and fostering a broader culture of philanthropy across the school community. The Advancement team is small but energetic and dedicated, eager for direction, structure, and mentorship. The incoming Director will assess the current staffing model and align it with both the school's immediate needs and its significant ambitions.

The next Director must bring experience, sophistication, and strategic vision to the role, paired with genuine passion and a hands-on, highly relational approach.



RESPONSIBILITIES


The Director of Advancement will provide strategic leadership and hands-on execution across all aspects of a comprehensive advancement program, serving as a trusted partner to the Head of School, the senior leadership team, the Board of Trustees, campaign leadership, and the leaders of the Alumnae Council and Parents Association. Key responsibilities include:

Strategic Leadership and Vision

- Provide vision, strategic direction, and oversight of a comprehensive advancement program — encompassing capital and endowment fundraising, annual giving, alumnae engagement, and donor stewardship — to maximize philanthropic support across all school constituencies in service of the school's mission and aspirations.
- Serve as a strategic thought partner to the school's leadership team, including the heads of each academic division and the directors of marketing and communications, equity and community life, finance, admissions, and facilities and campus operations.
- Serve as a highly visible ambassador within the school community, across constituent groups, and at school meetings and events.

Campaign

- Build a campaign that reflects all constituencies, and that focuses on bringing alumnae from many generations of the school's history back into relationship with the school and its mission.
- Cultivate, solicit, and steward a portfolio of major gift donors and prospects.
- Prepare, support, and empower volunteer campaign leadership.



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Team Leadership

- Lead, mentor, and support the Advancement team, fostering a culture of professional growth and high performance.
- Assess current roles and responsibilities and develop a plan to grow team capacity across key advancement functions: annual giving, planned giving, alumni engagement, advancement services, donor stewardship and recognition, and prospect research.
- Ensure that Advancement Office systems, processes, and policies reflect best practice and are aligned with the school's mission.

Governance

- Lead and support the Board's Advancement Committee.
- Advise and staff the Committee on Trustees to identify, vet, and engage prospective trustees.
- Support the Finance, Facilities, and Investment Committees as their work intersects with advancement and campaign goals.

Events and Donor Engagement

- Coordinate with the COO all of the events and needs for advancement and be a good communicator and participant on the calendar committee so that the school streamlines and makes decisions intentionally.
- Provide direction and support for the Annual Benefit, Alumnae Reunion program, and other key events including alumnae, admissions, and Parents Association programming.
- Supervise the events and parent relations liaison to ensure alignment between school priorities and parent volunteerism.



\$7.63M

financial aid
awarded



\$14M

endowment as of
June 30, 2026



\$25M

annual operating
budget



30+

student-run clubs and
publications



26

athletic teams



12

robotic teams



6

annual performances

QUALIFICATIONS & PERSONAL ATTRIBUTES

Deep commitment to the mission and values of Hewitt, with the ability to articulate and champion them compellingly across diverse audiences.



- Bachelor's degree required; master's preferred.
- A passionate advocate for girls' education, with a joyful spirit and a genuine sense of humor.
- Ten or more years of progressively responsible advancement experience, with a demonstrated record of building comprehensive fundraising programs that achieve strong results.
- Proven success identifying, cultivating, soliciting, and stewarding a portfolio of donors.
- Fluency in best practices in fundraising and the ability to apply them with creativity and innovation.
- An understanding of independent school financial models and the integral role advancement plays in long-term fiscal sustainability.
- A self-starter with the strategic vision to construct and implement an annual advancement plan while building and inspiring a collaborative, high-performing team.
- Outstanding relationship-building skills and the ability to work effectively across a diverse community.
- Sophisticated written and oral communication skills, with the ability to tailor messaging to varied audiences and interests.
- Visionary and collaborative leadership style, marked by high emotional intelligence, integrity, patience, and persistence.
- Inclusive, ethical, and mission-driven, with a commitment to modeling respect in all aspects of the role.
- Ability to set ambitious, tangible goals and hold both self and team accountable to them.
- Willingness to travel regularly in support of donor cultivation, solicitation, and stewardship.
- Experience with advancement database systems and analytics to inform strategy, measure progress, and strengthen the donor pipeline.
- Experience in an independent school or private college environment preferred.

LEARN MORE

- [School Website](#)

- [Diversity, Equity, and Inclusion](#)

- [The Hewitt School Campus](#)

- [College Matriculation](#)

- [About New York, New York](#)





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:

MYLES AMEND

Senior Consultant
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Vice President, Search and Consulting Services
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SARA SHULMAN

Senior Consultant/Practice Leader – Development and Finance
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The full-time equivalent salary range for this position is \$275,000-\$325,000. The starting salary is based upon, but not limited to, several factors which include years of experience, education level, and expertise. Hewitt also offers a comprehensive benefits package including a retirement plan with an employer contribution, comprehensive insurance benefits, and support for professional growth. Head of School housing is provided.



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