

QUADPREP

THE QUAD PREPARATORY SCHOOL

Chief Advancement Officer
The Quad Preparatory School
New York City, NY

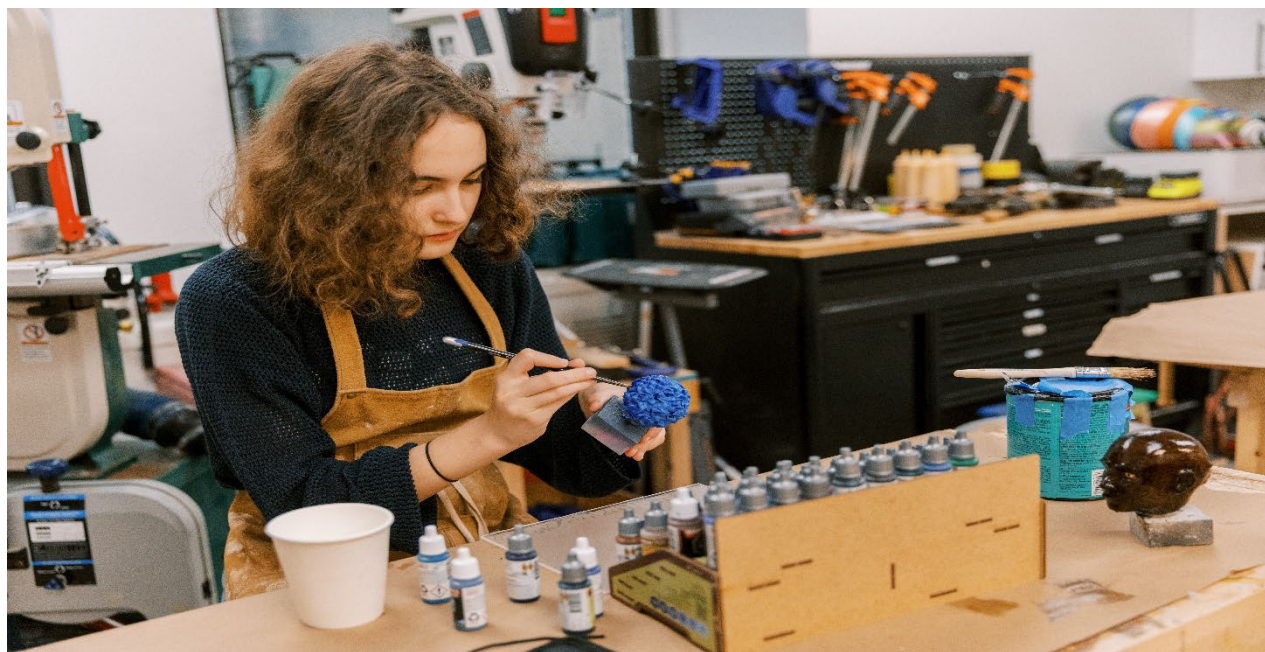
Our Mission and Vision:

Entering its fourteenth year, The Quad Preparatory School has grown from three students in the basement of an East Village synagogue to serving over 250 students annually. On a larger scale, Quad Prep transforms the lives of twice-exceptional people — those who are academically gifted and learn differently — by redefining the experience of school across two campuses in Lower Manhattan.

Our personalized model fully integrates social and emotional learning with challenging academics and gifted education practices, empowering our students to rise to the level of their extraordinary talents. By disseminating our practices widely, we are leading a larger movement in service of both twice-exceptional people and society at large.

Opening with no start-up capital, the school experienced steady enrollment growth thanks to the support of an extremely generous and supportive parent community, and is now at enrollment capacity, limited only by the size of our current campuses.

Our development mandate is to raise the permanent, mission-protecting capital needed to support the long-term needs of our students and faculty.



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

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Students: 250 students in Grades K–12.

Quad Prep students are the epitome of the gifted learner. They are perennial questioners. They thrive on analyzing big ideas. Making connections across principles and disciplines comes naturally to them, as does coming up with solutions that no one has ever thought of. They have deep interests and many strengths, although their development is mostly often asynchronous. Our students are deeply committed to a culture of belonging, supporting each other and celebrating each other exactly who they are.

Faculty and Program: A warm and inclusive community of passionate, mission-driven faculty and staff delivers an innovative program developed in-house exclusively for twice-exceptional students. Our 2:1 staff-to-student ratio ensures each student receives a personalized academic, social, and emotional program designed around their individual needs. Deeply grounded in the best practices of gifted education, with fully integrated clinical support, each child is celebrated for exactly who they are and taught in exactly the way they need.

Parents: Quad Prep's parent community is the bedrock of the school's development program. In 2025–26, 87% of families contributed to the Annual Appeal and fundraising events like the Gala, with individual gifts ranging from \$25 to over \$100K. Last year's Gala raised almost \$1.5 million, with roughly a third coming from corporate sponsorships secured by a small but active Gala Sponsorship Committee; sponsorships and donations from individuals — predominantly parents — made up the majority of funds raised. Last year's Fall Annual Appeal raised over \$900K and combined with special events and other fundraising, added up to almost \$3 million raised in 2025-26.

Board of Directors: Quad Prep's Board comprises 16 members, including the Head of School, drawn from current parents, alumni parents, and the broader community. All Board members support the school financially, and members actively attend fundraising events, Founder's Circle events, and parent events. The Board recognizes that launching a capital campaign is critical to the school's long-term sustainability and sees this as a key area for growth, since no such campaign has been held before.



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The Opportunity:

The Quad Preparatory School seeks an entrepreneurial, generalist Chief Advancement Officer to lead the school into its next chapter of philanthropic maturity — building the school's philanthropic capacity while shaping how it tells its story to families, staff, donors, and the broader community.

This combined role suits a creative, generalist leader who can move fluidly between relationship-driven fundraising and strategic storytelling — someone equally comfortable soliciting a lead gift and drafting the case for support that makes it land.

This is a builder's role. As the school enters its 14th year, Development has a strong foundation — including an established database and systems — but substantial untapped potential. The right candidate will find genuine excitement in building new capacity, not simply inheriting and optimizing what already exists. With the support of an excellent Development and Communications team, our next Director will build the school's first large-scale major giving campaign, one that will define the institution's long-term financial foundation and establish mission-protecting capital.



Anticipated Start Date: Fall/Winter 2026-2027

Reports To: Head of School

For the remainder of the 2026–2027 school year, the Director will work under the current Chief Advancement and Communications Officer, who is transitioning to a divisional leadership role at the school.



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Key Responsibilities:

Development & Fundraising

- Design and lead the school's annual giving strategy, growing participation and gift size year over year
- Lead capital campaign efforts from feasibility and case-for-support development through solicitation and stewardship
- Build the school's first endowment, including educating and mobilizing the Board of Directors around gift policies and long-term giving strategy
- Formalize corporate and foundation relations, converting ad hoc, parent-solicited sponsorships into a structured, scalable partnerships program
- Deepen and diversify the donor base beyond current parents — building toward alumni, grandparent, and community giving where relevant
- Scale the school's already strong development infrastructure to support these new initiatives
- Partner closely with the Head of School and Board of Directors as a strategic advisor and, where needed, the public face of the school's philanthropic future

Communications & Storytelling

- Develop and execute an annual communications strategy aligned with the school's mission and fundraising priorities
- Oversee the school's website, social media channels, newsletters, and donor/family email communications
- Manage brand identity and ensure a consistent voice and visual standard across development and school-wide materials
- Write and/or edit case-for-support materials, campaign collateral, annual reports, speeches, and talking points for school leadership
- Serve as primary point of contact for media inquiries and coordinate press coverage of school achievements and campaigns
- Lead crisis and emergency communications planning and response
- Support enrollment/admissions teams with messaging and marketing collateral where philanthropic and enrollment stories intersect

Team & Budget Management

- Lead a development and communications team — currently three — as the office scales to match institutional ambition
- Manage the combined development and communications budget, including vendor and agency relationships
- Track and report fundraising metrics (gift totals, participation, pipeline) and communications metrics (engagement, reach, media coverage) to leadership and the Board



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Financial and Advancement Snapshot:

- **Annual operating budget:** ~\$30 million
- **Current annual fundraising:** (Annual Fund + Gala giving): \$2–3 million, or 8% of the operating budget
- **Endowment:** None currently exists
- **Major Giving Campaign:** The scope and target of the school's first capital/endowment campaign will be shaped in partnership with the incoming Chief Advancement Officer
- **Donor base composition:** Predominantly current parents (giving directly) and corporate sponsors secured through individual parent relationships, rather than a formalized corporate partnerships program
- **Advancement staff:** A strong Development and Communications team consisting of a Development Manager, a Senior Communications Manager, and an Assistant.

While annual giving has grown steadily to \$2–3M, Quad Prep has not yet built a planned giving program, a formalized corporate/foundation relations function, an alumni giving program, or an endowment — representing significant untapped capacity for an advancement leader who wants to build these programs from first principles.



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Professional and Personal Qualifications:

- Bachelor's degree required; advanced degree a plus
- Experience: 10–15+ years of progressive experience in development/advancement, communications, or a closely related field, with demonstrated leadership experience
- An entrepreneurial builder's mindset: genuine enthusiasm for creating something from a limited starting point, not simply optimizing an existing program
- A true generalist skill set: comfort and competence across the full advancement portfolio — annual giving, major gifts, planned giving, corporate/foundation relations, donor communications, events, and volunteer management — rather than deep specialization in a single lane. This is not a role for a candidate whose experience is limited to running an Annual Fund or focused solely on one aspect of development. Flexibility: ability to move fluidly between donor-facing relationship work and strategic messaging/storytelling
- Campaign experience: proven, verifiable experience running a capital or comprehensive campaign from feasibility study through public phase and close — ideally including experience articulating a compelling case for support and managing volunteer campaign leadership
- Communications leadership: proven experience leading major communications/brand initiatives at a comparable scale
- Endowment strategy and board education: experience helping a board and leadership team understand, embrace, and act on the case for endowment — including gift acceptance policies, spending policies, and the discipline required to build permanent capital rather than spend down annual gifts
- Writing and public-facing communication: excellent writing, editing, and presentation skills, with the ability to craft a compelling philanthropic case and represent the school externally with polish and warmth
- Crisis communications: strong instincts and sound judgment under pressure
- Corporate and foundation relations acumen: specific experience formalizing corporate partnerships and foundation relationships — converting informal, relationship-based giving into structured, renewable, and scalable philanthropic programs
- A collaborative, relationship-driven style: given the school's donor base is currently parent-centered and relationship-driven, the successful candidate must be genuinely warm and relational — capable of deepening existing parent relationships while building more institutional, less personality-dependent systems around them
- Strategic partnership with governance: comfort serving as a genuine strategic partner to the Head of School and Board — including staffing board committees, preparing trustees as fundraisers, and helping govern a campaign
- Discretion and judgment: comfort handling confidential financial and personal information
- Resilience and patience: endowment-building and capital campaigns are multi-year efforts, and the right candidate should be motivated by long-horizon institution-building, not quick wins



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Preferred Qualifications:

- Experience in K–12 education, independent schools, or nonprofit advancement
- Experience building a first endowment or launching a formalized corporate/foundation giving program
- Familiarity with the Veracross donor database/CRM platform and email marketing tools
- Experience with graphic design tools (Canva, Adobe Creative Suite) or overseeing designers

**Compensation & Benefits:**

The salary range for this position is \$200,000-\$230,000 and final salary will depend on several factors, including a candidate's qualifications, experience and degree obtained.

At Quad Prep full-time (or over 30 hours per week) employees will have access to a full range of benefits, including group medical, dental, and vision coverage; Health Savings Account (HSA), Flexible Spending Account (FSA), pre-tax transit, and dependent care (DC FSA) accounts; a 401K plan with a school match, and student loan repayment contributions (after one year of employment); and a range of professional development opportunities.

Interested Persons Contact:

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Managing Associate
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617-933-3450 (dir)
jball@carneysandoe.com

All inquiries and nominations are kept confidential

Quad Preparatory School is an equal opportunity employer committed to building a diverse and inclusive workplace.



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