



# MILLBROOK



## DIRECTOR OF THE MILLBROOK FUND

Start Date: Immediate

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Millbrook School

Millbrook, New York | [millbrook.org](http://millbrook.org)



Carney  
Sandoe  
& ASSOCIATES

# MISSION STATEMENT

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In a community where every student is known and needed, Millbrook prepares its students for college and lives of meaning and consequence by instilling the values of respect, integrity, service, stewardship of the natural world, and curiosity.

## At a Glance



**1931**  
established



**330**  
total enrollment



**31%**  
students of color



**80**  
total faculty



**80%**  
faculty with  
advanced degrees



**4:1**  
student-faculty ratio



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Sandoe**  
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# OVERVIEW

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Founded in 1931 and located on a stunning 800-acre campus in Dutchess County, New York, Millbrook School is known for its commitment to a rigorous, residential education emphasizing community, stewardship, curiosity, integrity, and service. The school's motto, *Non Sibi Sed Cunctis* (not for oneself but for all), encapsulates the true spirit of the school where students and faculty strive not only to better themselves intellectually and emotionally but also to give back to the community through stewardship and service.

Millbrook's college-like campus is expansive yet intimate, traditional yet contemporary—its location, ideal. On campus, every classroom is designed to foster participation, conversation, and collaboration, while the vibrancy and resources of New York City, the Hudson Valley, and the Berkshires are equally powerful classrooms that teachers draw upon regularly. This is a one-of-a-kind learning experience: only Millbrook has an AZA-accredited zoo, the Trevor-Lovejoy Zoo, set in a beautiful outdoor classroom of wetlands, streams, marshes, and forest canopy. It is no surprise that Millbrook is widely recognized as a leader in environmental education. With a focus on small class sizes and hands-on learning, Millbrook offers a comprehensive experience that extends beyond academics into athletics, arts, and service. With 330 students, most of whom reside on campus, from 24 U.S. states and 16 countries, the culture of the school is driven by its ideal size, which allows all students to be known and needed.

Now, Millbrook seeks an experienced, strategic, and relationship-driven fundraiser to serve as its Director of the Millbrook Fund. Reporting to the Assistant Head for Institutional Advancement and partnering closely with the entire Advancement Team, the Director of the Millbrook Fund will be responsible for the strategic planning and outreach for the Millbrook Fund, leveraging recent success and bringing fresh ideas and tools to pursue opportunities for growth in the school's fundraising program.



# THE OPPORTUNITY

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This position manages Millbrook's annual giving program to increase participation and fundraising dollars for the school. This role will lead the Millbrook Fund (digital and print marketing, Millbrook Fund giving, and, in partnership with the Director of Parent Engagement, the Sixth Form Gift initiative) and build on the recent record-setting success of a \$3M fund in 2025-2026.

The Director of the Millbrook Fund will manage a portfolio of top-level Annual Fund and campaign donors and develop and implement tailored cultivation and solicitation strategies. This position requires regular travel to meet with donors and strengthen relationships that drive leadership-level support for Millbrook.

This role will partner closely with the Director of Alumni Engagement and the Director of Parent Engagement and Leadership Giving to execute programs that enhance connection to Millbrook (value-add events, networking, speaker series, parent luncheons, volunteer programs, contact-a-thons, reunions, etc.). These events will focus on serving alumni and parents to increase overall event and giving participation and raise critical funds in support of the Millbrook Fund and the school's comprehensive capital campaign. The Director of the Millbrook Fund will also partner closely with the Director of Advancement Services to leverage strategic data utilization.

In collaboration with the Assistant Head for Institutional Advancement, the Director of the Millbrook Fund will set and meet strategic goals based on institutional priorities, including engagement and philanthropic support. Additionally, they will track data and metrics internally and benchmark against peer schools.



# KEY RESPONSIBILITIES

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- Collaborate with the Assistant Head for Institutional Advancement to execute a dynamic annual solicitation plan that inspires alumni, parents, past parents, grandparents and friends to give to the Millbrook Fund.
- Collaborate with the Assistant Head for Institutional Advancement and Campaign Manager to execute a stewardship program that deepens and broadens donor engagement.
- Manage all annual giving campaigns, direct mail, and Phone/Contact/Thank-A-Thon efforts in partnership with the Communications Office.
- Manage all alumni volunteer fundraising committees and collaborate with the Director of Parent Engagement on parent volunteer fundraising committees.
- Cultivate and solicit a prospect pool of top-level \$25,000+ prospects.
- Assist other Advancement staff, as needed, in the research, cultivation, and solicitation of leadership donors and work with other advancement staff on department-wide events.



- Manage and collaborate with the Director of Alumni Engagement to:
  - Develop an annual strategic outreach plan that includes networking, mentoring, regional, and affinity events to enhance the school's relationships with its alumni and build a broader base of alumni engagement and philanthropic support.
  - Redesign and implement a more robust Alumni Association to better engage, cultivate, and steward top-level Millbrook alumni.
  - Design and implement Sixth Form student programming to better illustrate the value of staying involved and giving back to Millbrook after graduation.
  - Develop and maintain an active class agent program focused on alumni engagement and giving.
- In partnership with the Director of Parent Engagement and Leadership Giving, grow the Sixth Form Gift initiative, a hallmark program that raises \$400K+ each year in support of the Millbrook Fund, by helping manage volunteers and traveling to visit with key donors.
- Lead and grow the reunion fundraising program so that each milestone reunion has a unique experience and strategic fundraising plan.
- Perform other duties as assigned.



**\$5M**  
financial aid  
awarded



**28%**  
students receiving  
aid



**\$96M**  
endowment



**\$28M**  
annual operating  
budget

# QUALIFICATIONS AND PERSONAL ATTRIBUTES

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Millbrook seeks an experienced, energetic independent school fundraiser who can communicate the case for donor support with enthusiasm and knowledge and design and implement a strategic plan to reach annual goals. They should have strong integrity, sound judgment, and the ability to keep information confidential.



In addition, the successful candidate will be:

- A strategic thinker who can both create plans for expanding the support for the school and deliver on those plans with strong fundraising performance.
- A collaborative colleague who will work well within the entire Advancement and school community to garner support.
- Facile with the collection and interpretation of data, using it to identify trends, opportunities areas of concern and success.
- Warm and authentic, with the ability to develop deep connections with donors.
- Education and Qualification Requirements
  - Bachelor's degree
  - Excellent written, verbal, and interpersonal communication skills
  - High proficiency with GiveCampus platform—setting up gift forms, campaigns, SmartAsks, and digital solicitations (text and email)
  - High proficiency in Raiser's Edge, Google applications, and Microsoft Office Suite
  - Demonstrated success setting expectations for professionalism, accountability, and collegiality

# LEARN MORE

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- [School Website](#)
- [School History](#)
- [Diversity, Equity, Inclusion, and Belonging](#)
- [College Matriculation](#)
- [About Millbrook, 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:

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## **SARA SHULMAN**

Practice Leader – Development and Finance/Senior Consultant  
[sara.shulman@carneysandoe.com](mailto:sara.shulman@carneysandoe.com)

## **NANCY KEHOE**

Consultant  
[nancy.kehoe@carneysandoe.com](mailto:nancy.kehoe@carneysandoe.com)

*The full-time salary range for this position is \$100,000 - \$125,000. The starting salary is based upon, but not limited to, several factors which include years of experience, education background, and expertise.*



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Sandoe**  
& ASSOCIATES