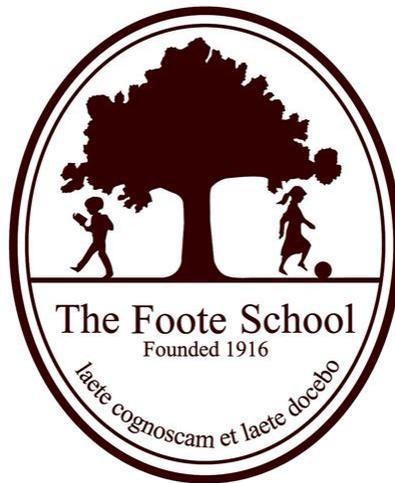




— THE —
NONPROFIT
SEARCH GROUP

EXECUTIVE SEARCH
FOR
DIRECTOR OF DEVELOPMENT AND ALUMNI PROGRAMS



The Nonprofit Search Group
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Family of Companies
January 2018

THE OPPORTUNITY

The Angeletti Group invites you to explore an exciting opportunity with The Foote School, an outstanding independent day school for 475 students in grades Kindergarten through 9. First and foremost, the Director of Development and Alumni Programs will serve as a development professional of exceptional skill, strong experience, and the highest integrity. She/he will provide oversight of all development activities; alumni, parent and grandparent engagement; and advancement communications. Following the highly successful tenure of Ann Baker Pepe and as a trusted and senior member of the Head of School's administrative council, she/he will have the opportunity to partner with a dynamic Head of School, an engaged board and a vibrant and progressive school community to increase philanthropic support and brand awareness at this culturally diverse, inclusive school located in New Haven, Connecticut.

ABOUT THE FOOTE SCHOOL



The Foote School nurtures a lifelong love of learning and teaching and fosters a commitment to excellence in its students and faculty. Teachers lead children to ask questions and discover connections; to think and work independently, collaboratively and creatively; and to learn by doing. The Foote community values each child, appreciates differences and challenges prejudice while giving students the skills to explore the world with joy and purpose.

The Foote School believes a positive learning environment takes shape when students, parents and teachers know and respect one another, and work together to uphold the values and expectations of the community. Learning together builds community, and yet each student is responsible for engaging in his or her own learning experience. Learning takes time, practice and reflection.



Authentic interactions within the campus environment and with the world encourage students to build upon their knowledge and explore their natural curiosity, imagination and passions. Providing children with many avenues for self-expression builds confidence and fosters a willingness to take on further intellectual and creative challenges. Foote leadership believes that we are part of a global community and that we are at our best when we embrace and celebrate our diversity as well as when we actively seek opportunities to serve and lead. At Foote the faculty recognize life is interdisciplinary. Meaningful experiences lead students to discover themselves as scholars and thinkers, as artists and athletes, and as citizens and human beings.

Since 1916, Foote School has cultivated an atmosphere of excellence and mutual respect through close relationships among teachers, students and families. Foote is an intentionally diverse community—a diversity of perspectives and ethnicities, as well as socioeconomic and cultural backgrounds —and Foote families remark how this leads children to greater understanding and academic excellence. The school’s commitment to financial aid is strong: more than 21 percent of students receive need-based aid totaling \$1.8 million annually. Foote is beloved by its constituents, including current and past faculty, staff, students, parents, alumni and grandparents.

THE DIRECTOR OF DEVELOPMENT AND ALUMNI PROGRAMS

The ideal candidate is a thoughtful, articulate and an experienced frontline advancement professional, who demonstrates the ability to think strategically and creatively, communicate effectively with a diverse constituency, and engage the community in support of a common goal. This position requires a strong ability to work effectively with alumni and parent groups, faculty, staff, and the Board of Directors to help build consensus and good will on behalf of the School.

The Foote School is currently engaged in a Centennial Campaign to double its \$10 million endowment; in its first 18 months, the campaign has exceeded all initial expectations and has raised \$3.8 million. The annual Foote Fund has exceeded \$750,000 in recent years, with over 90 percent participation among parents and faculty. The new Director of Development and Alumni Programs will build on this strong foundation to enhance and expand Foote’s success in annual giving, endowment fundraising and major and planned giving; she/he also will explore new and innovative ways to build closer relationships. In addition to serving as an external relationship builder and solicitor, she/he will manage a three-member Development and Alumni Relations Office and a two-person Communications Office. Limited travel and occasional evenings and weekend days are required.

RESPONSIBILITIES

- Develop strong relationships with school constituents on and off campus to secure annual, capital, endowed and planned gifts that support the school’s mission.
- Create and implement strategic goals and fundraising priorities in collaboration with the Head of School and Board of Directors.
- Provide oversight, leadership, and strategic direction for the development staff.
- Establish fundraising forecasts, develop calendars and action plans, manage the department budget, including income and expense projections and prepare and present reports on a regular basis to the Head of School and Board of Directors.

- Serve as a member of the senior administrative team and Administrative Council.
- Manage a portfolio of prospects and oversee the identification, cultivation, and stewardship of major gift prospects and donors, including current and potential board members, current and alumni parents, and alumni.
- Further refine the major gifts program and ensure that it is aligned with fundraising best practices and the culture of the school.
- Work with the Head of School, Board of Directors, faculty and staff to identify institutional fundraising needs; design and implement plans to address these needs.
- Work with Head of School, Business Manager/CFO and Board of Directors to determine the funding required to meet current and future institutional needs.
- Maintain collaborative working relationships with faculty, parents and members of the leadership team to ensure strong support for marketing, communications, and fundraising throughout the school; cultivate volunteer leadership.
- Provide direct support to the Head of School and the Board of Directors in all fundraising initiatives.
- Guide the Development and Alumni Programs Office staff in preparation for annual events such as Grandparents Day, Young Alums Day, Alumni Reunion, and other functions.
- Oversee the planning of off-campus alumni programs.
- Manage and continuously improve daily operations of the Development and Alumni Programs Office including gift acknowledgement, database management and reconciliation with the Business Office.
- Utilize donor management software in accordance with fundraising best practices; ensure staff adherence to policies and processes.
- Build a program of ongoing cultivation of foundations, corporations and other local organizations, increase awareness of Foote and its programs, and create an ever-stronger philanthropic climate to encourage additional support of the school.
- Oversee communications with all constituencies through the school's website, e-newsletters, social media and a twice-yearly magazine.

- Function as a strong, collaborative and flexible colleague.
- Support the work of the Parent Teacher Council.
- Serve as an active and visible member of the School community.

QUALIFICATIONS

- A minimum of 10 years of development experience with progressive responsibility in development leadership, including work in all functional areas of development.
- Experience with campaigns.
- A deep commitment to education and the importance of the learning process, ideally with experience in a diverse, mission-driven independent primary and middle school.
- A demonstrated solid track record of major gift fundraising, management and meeting financial goals.
- A self-confident, extroverted style that can enliven, engage, and positively impact individuals and groups.
- A demonstrated ability to provide management oversight, leadership, and direction.
- A documented history of growing, modernizing, and further professionalizing a development function within an academic environment.
- Demonstrated track record of successful frontline fundraising for an independent school, institution of higher education, or other not-for-profit organization.
- Exceptional planning skills, goal driven, and detail-oriented; ability to set and meet deadlines. Able to construct, articulate, and implement written annual development and communication/marketing plans.
- Excellent communication skills, both written and oral.
- Must be genuine, appreciate and celebrate Foote's history, and have an interest in developing and building long-term relationships.

APPLICATION PROCEDURE

Salary is competitive and commensurate with experience. The Foote School is an Equal Opportunity Employer. To be considered, candidates should submit a resume and cover letter along with three references to:

The Nonprofit Search Group
The Angeletti Group, LLC
Harrison House
17 Village Road - PO Box 188
New Vernon, NJ 07976
search@theangelettigroup.com
(973) 540-1400

All nominations will be held in confidence.