

ASSISTANT HEAD OF SCHOOL FOR DEVELOPMENT SEARCH

COLUMBUS ACADEMY

Columbus, Ohio

columbusacademy.org

Start Date: July 1, 2025, or sooner if available



Columbus
Academy



Carney
Sandoe
& ASSOCIATES

CARNEYSANDOE.COM

Mission Statement

Columbus Academy – an independent, coeducational college preparatory school – enriches its academic tradition of excellence by valuing a broad diversity of students as it seeks to develop the complete person: mind, body, and character. The school rewards rigorous effort and accomplishment, fosters compassion, respect, and moral courage, and insists on integrity, fair play, and community service. Academy strives to develop and sustain a community of thoughtful, responsible, capable, and confident citizens eager to engage in a pluralistic and ever-changing world.

At a Glance



Established
1911



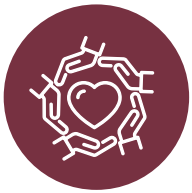
Enrollment
1,169



Total faculty
161



Student-faculty ratio
9:1



Students of color
48%



Financial aid awarded
\$4.1M



Faculty with advanced degrees
72%



Campus size
231 acres

Lower School enrollment: 518
Middle School enrollment: 241
Upper School enrollment: 409
Zip codes represented: 52

Faculty of color: 13%
Students receiving aid: 25%
Endowment: \$46M
Annual operating budget: \$44.6M



Overview

Columbus Academy, a nationally recognized independent school with a history of academic excellence, is seeking an accomplished and dynamic Assistant Head for Development to join its leadership team by July 2025. This is an exceptional opportunity for a visionary development professional to lead the school's fundraising and advancement efforts. The successful candidate will be a proven fundraiser, an outstanding communicator, a collaborative thought partner, and a strategic thinker with the ability to build meaningful relationships with alumni, parents, and the broader school community.

Founded in 1911, Columbus Academy serves students from Pre-Kindergarten through Grade 12, providing a rigorous coeducational college preparatory education that fosters intellectual curiosity, leadership, and character development. With over 1,100 students, the school cultivates a nurturing and challenging environment that prepares young people to succeed. The Assistant Head of Development will play a key role in ensuring the financial strength of the institution, leading major campaigns, annual giving, and stewardship efforts that align with the school's strategic priorities.

Located in the vibrant and growing city of Columbus, Ohio, Columbus Academy benefits from being part of a dynamic metropolitan area that boasts a thriving economy, a robust cultural scene, and a high quality of life. Columbus is home to a diverse array of industries, including healthcare, technology, and finance, as well as renowned institutions such as The Ohio State University. The city's cultural landscape is rich with theaters, art galleries, museums, and professional sports teams, offering residents an abundance of recreational and cultural opportunities.

The Assistant Head of School for Development will play a crucial role, advancing Columbus Academy's mission by leading its fundraising, communications, and marketing efforts. Reporting directly to Head of School Melissa Soderberg and overseeing the Development and Communications Offices, this person will be a dynamic leader with an innovative mindset and a deep commitment to the values of the school and its future.



Opportunities and Challenges

The Assistant Head of School for Development will face exciting opportunities and key challenges, including:

Growth in Fundraising: The successful candidate will have the opportunity to lead efforts in expanding the annual fund and planning for capital campaigns, with a focus on increasing participation from alumni, parents (past and present), trustees, and other stakeholders. The person will also focus on identifying and cultivating new donor bases, ensuring the financial sustainability of Columbus Academy.

Strategic Leadership: The school seeks a thought partner who will work closely with the Head of School to develop and implement innovative strategies that align with the school's mission. The individual must be comfortable collaborating with a broad range of constituencies, from trustees to faculty, while gathering insights to ensure goals are met and the school's vision is upheld.

Community Engagement: Building on Columbus Academy's strong tradition, the new Assistant Head for Development will continue to raise the school's profile locally and nationally. This includes strengthening alumni relations, connecting with recent graduates, and increasing visibility in the broader community.

Team Building and Management: The role will involve overseeing the Development Office and leading a talented team in expanding donor engagement and fundraising efforts. This will require the individual to be a leader with the ability to foster collaboration, delegate effectively, and create a sense of shared purpose within the team.

Innovative Initiatives: The school is looking for a leader who is willing to embrace fresh ideas and initiatives, not just within development, but also in strategic planning and communications. The Assistant Head for Development should come with a "fresh pair of eyes" and be ready to foster growth while being receptive to feedback from the community.



Personal Attributes

Energetic and Engaging: The school seeks a passionate, driven individual who embodies a tireless work ethic. The ideal candidate will be personable, warm, and outgoing, able to connect with people on all levels, and a visible leader within the school.

Thought Partner: The Assistant Head for Development will work closely with the Head of School and be trusted and respected, and whose strategic insights will play a pivotal role in the growth of Columbus Academy.

High Emotional Intelligence: The successful candidate must possess a high degree of emotional intelligence, with the ability to handle conflict constructively and foster positive relationships within the school community. An “all-in” mindset is required. The individual must embody humility and a willingness to put the needs of others first.

Qualifications and Personal Attributes

Fundraising Expertise: Proven experience in fundraising, including leading capital campaigns and expanding annual funds, is essential. The candidate must have a demonstrated ability to engage new donors and increase school visibility.

Leadership and Management: Strong leadership experience, particularly in managing development offices, is required. The Assistant Head for Development should have the ability to inspire, manage, and grow a development team while working across departments to meet school-wide goals.



Visionary and Innovative: The individual must be someone who can lead with vision, finding new opportunities for growth in fundraising, development, and communication. This requires a willingness to try new initiatives and remain adaptable as the school evolves.

Communication Skills: Exceptional written and verbal communication skills are required, as this person will need to effectively tell the story of Columbus Academy to various constituencies. The individual must be an articulate and passionate advocate for the school.

Strategic Planning Experience: A background in strategic planning and metrics-driven decision-making will be crucial, as the school seeks someone who can contribute to long-term growth and sustainability.

Capital Campaign Experience: The successful candidate will have experience planning and implementing capital campaigns, with a track record of success in raising funds and rallying a school community around shared goals.

Learn More

Click on the links below to learn more about Columbus Academy.

[School Website](#)

[School Profile](#)

[Strategic Vision](#)

[About Columbus, Ohio](#)



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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