



Director of Advancement

The Emery/Weiner School
Houston, Texas

The Emery/Weiner School (Emery) is a private, college-preparatory middle and high school offering an exceptional education in a supportive environment, framed by and infused with pluralistic Judaism. Our unique, inclusive culture values diversity and encourages students to pursue a wide range of academic, athletic, and artistic interests while developing a strong sense of self and community. Small class sizes allow talented teachers to help students grow in confidence and competence. Emery students graduate with a profound sense of moral self-reliance, empowered to advocate for themselves and others.

Mission Statement: “To educate and develop students whose intellect, moral character, and Jewish identity provide a lifelong foundation for personal growth, commitment to the Jewish people and Tikkun Olam—improving the world in which we live.”



**Carney
Sandoe**
& ASSOCIATES

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Director of Advancement:

The Director of Advancement will lead the development, implementation, and fulfillment of Emery's strategic initiatives and philanthropic goals. Reporting to the Head of School and a member of the Head's Senior Leadership Team, this role has a unique opportunity to significantly impact and support the school's mission. The Director will provide senior level leadership and strategic vision to an accomplished advancement team that manages and implements schoolwide fundraising initiatives and marketing and communications. The Director of Advancement will lead the strategic planning for principal and major gifts, collaborate with the Head of School and key volunteers to prepare for and conduct donor solicitations, and engage and cultivate potential donors.

Additionally, the ideal candidate will be responsible for sustaining and strengthening the school's comprehensive annual giving program. The Director must comprehend the advantages of an independent school education and be able to effectively communicate the school's mission, vision, and programs to internal and external audiences.

Responsibilities:

- Formulate and execute both short-term and long-term strategies for the Advancement Office to achieve set goals and objectives.
- Develop new and maintain strong relationships with donors throughout the private, business and foundation communities.
- Plan, manage, and direct all fundraising efforts including, capital and annual giving campaigns, major gifts, alumni engagement, events and sponsorships.
- Oversee communication and marketing initiatives, including the school website, annual report, social media, and all other communications, ensuring that all materials align with and convey the school's culture, mission, and strategic vision.
- Responsible for preparing grant submissions and coordinating the grant process for on-going funding requests, including coordination with the Business Office for Jewish Federation allocation and grants.
- Manage, coach, and evaluate the Advancement team, fostering a collaborative and inclusive culture.
- Create specialized and targeted solicitation materials and manage the communication process, to support the annual giving program.
- Organize and manage various fundraising events and initiatives aimed at encouraging alumni, parents, grandparents and supporters of Emery to participate in annual giving and major and planned giving programs.
- Create and advance strategies, tools, and approaches to support planned giving and major gifts.
- Design marketing content aimed at informing and motivating planned giving and major gifts.
- Organize donor recognition and stewardship initiatives.



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Qualifications

- A minimum of 6-8 years' experience in fundraising, management, preferably in an academic institution.
- Comprehensive understanding of nonprofit development principles and practices, ideally with a background in independent schools.
- Proven ability to lead, supervise, and oversee staff and operations.
- Competence in handling multiple projects and tasks simultaneously while balancing various priorities.
- Capability to clearly convey the mission, values, and needs of Emery.
- Skill in establishing a strong professional and social presence to effectively represent Emery to donors and board members.
- Ability to collaborate effectively with school administrators in a team setting.
- Strong ability to build and maintain positive working relationships both within the school and with external partners.
- Required experience in managing, organizing, and executing annual fundraising campaigns and events.
- Bachelor's degree is mandatory.
- Excellent verbal and written communication skills are essential.
- Must demonstrate exceptional organizational skills, attention to detail, adaptability, and quick learning ability.
- Experience in database management is required, preferably Raiser's Edge.



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Interested Persons Contact:

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All inquiries and nominations are kept confidential.

The Emery does not discriminate on the basis of race, color, national or ethnic origin, sexual orientation or identity, or religion in all the rights, privileges, programs, activities generally accorded or made available to students at the school. The Emery/Weiner School does not discriminate on the basis of race, color, national or ethnic origin, sexual orientation or identity, or religion in the administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.



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