

# DIRECTOR OF DEVELOPMENT SEARCH

## INDEPENDENT SCHOOL ALLIANCE

Culver City, California

[independentschoolalliance.org](https://independentschoolalliance.org)

Start Date: September 2024



**Carney  
Sandoe**  
& ASSOCIATES

CARNEYSANDOE.COM

# Mission Statement

To empower children of exceptional talent and potential from racially underrepresented and economically under-resourced communities in order to transform independent schools and society.

## Giving Highlights



Raised  
\$764,552



Board participation  
100%



Endowment  
\$311,000



YoY growth  
29%

## Overview

Established in 1985, Independent School Alliance (ISA) is a small but impactful organization dedicated to empowering children of exceptional talent and potential from racially underrepresented and economically under-resourced communities to transform independent schools and society. Committed to making a difference in the lives of the students and parents that we serve through our wrap-around services and programming, ISA is the oldest and preeminent organization based in Southern California helping to place talented students of color in independent schools in Greater Los Angeles. Our small but mighty team is passionate about our mission and is driven to create positive change in our community.

ISA is seeking a dynamic and experienced Director of Development to fill this newly created position to lead our fundraising efforts and drive our organizational growth at a particularly critical point in our history, having just celebrated our 40th anniversary.

The Director of Development will be a key partner with ISA's Executive Director, Dr. Dana Coleman, and will be responsible for creating and implementing comprehensive fundraising strategies to support our mission and ensure the sustainability of our programs. On the heels of record fundraising results, this individual will be a key partner to meet ISA's aspirational goals.

The successful candidate will play a critical role in cultivating relationships with donors, securing funding, and expanding our donor base. The Director of Development will report to the Executive Director and supervise the Advancement and Marketing Specialist. The position is intended to be a hybrid role, 1-2 days in the office per week, and ISA's office is located in Culver City, CA.





## Member Schools

For almost 40 years, the Independent School Alliance has assisted thousands of young people and their families in achieving their dream of quality education within our member school community. We endeavor to make the Independent School community reflect the diversity and cultural richness of the world outside its doors.

THE ARCHER SCHOOL FOR GIRLS  
 BERKELEY HALL SCHOOL  
 BRENTWOOD SCHOOL  
 THE BUCKLEY SCHOOL  
 CALVARY CHRISTIAN SCHOOL  
 CAMPBELL HALL  
 CARLTHORP SCHOOL  
 CATE SCHOOL  
 THE CENTER FOR EARLY EDUCATION  
 CHADWICK SCHOOL  
 CHANDLER SCHOOL  
 CHILDREN'S COMMUNITY SCHOOL  
 CRESTVIEW PREPARATORY SCHOOL  
 CROSSROADS SCHOOL  
 FOR ARTS & SCIENCES  
 CURTIS SCHOOL  
 ECHO HORIZON SCHOOL  
 FLINTRIDGE PREPARATORY SCHOOL

FLINTRIDGE SACRED HEART ACADEMY  
 FOOTHILL COUNTRY DAY SCHOOL  
 GEFFEN ACADEMY AT UCLA  
 HARVARD-WESTLAKE SCHOOL  
 THE JOHN THOMAS DYE SCHOOL  
 LAURENCE SCHOOL  
 MARLBOROUGH SCHOOL  
 MARYMOUNT HIGH SCHOOL  
 MIRMAN SCHOOL  
 NEW ROADS SCHOOL  
 NOTRE DAME HIGH SCHOOL  
 THE OAKS SCHOOL  
 OAKWOOD SCHOOL  
 PACIFICA CHRISTIAN HIGH SCHOOL  
 POLYTECHNIC SCHOOL  
 PROVIDENCE HIGH SCHOOL  
 PSI PLURALISTIC SCHOOL  
 ROLLING HILLS PREP,  
 REACH & RENAISSANCE SCHOOLS

THE SCHOOL OF LOS ANGELES  
 SEQUOYAH SCHOOL  
 ST. JAMES' EPISCOPAL SCHOOL  
 STEVENSON SCHOOL  
 THE THACHER SCHOOL  
 VIEWPOINT SCHOOL  
 VILLAGE SCHOOL  
 VISTAMAR SCHOOL  
 WALDEN SCHOOL  
 THE WAVERLY SCHOOL  
 THE WEBB SCHOOLS  
 THE WESLEY SCHOOL  
 WESTERLY SCHOOL  
 WESTRIDGE SCHOOL  
 WESTSIDE NEIGHBORHOOD SCHOOL  
 WILDWOOD SCHOOL  
 THE WILLOWS COMMUNITY SCHOOL  
 WINDWARD SCHOOL



## Key Responsibilities

In addition to embracing Independent School Alliance’s mission, supporting its Executive Director and staff, and representing the organization at professional and public forums, the new Director of Development has a number of primary responsibilities:

- Working collaboratively with the Executive Director and Board of Trustees, develop and execute a strategic fundraising plan to achieve annual revenue goals and long-term sustainability objectives;
- Cultivate and steward relationships with individual donors, foundations, corporations, and other funding sources to secure financial support for ISA;
- Solicit and steward major gifts;
- Identify and pursue new funding opportunities through research, prospecting, and networking;
- Oversee the planning and execution of fundraising events, campaigns, and initiatives;
- Collaborate with the Executive Director, Board of Directors, and the Board’s Development Committee to engage key stakeholders in fundraising activities and communicate the impact of donor support;
- Manage donor databases and ensure accurate and timely recording of donor interactions and contributions;
- Provide leadership and guidance to the development team, including staff and volunteers, to maximize fundraising effectiveness;
- Stay informed about trends and best practices in nonprofit fundraising and philanthropy, and adapt strategies accordingly;
- Prepare reports and presentations on fundraising progress, outcomes, and impact for internal and external stakeholders;
- Represent ISA at community events, meetings, and conferences to promote awareness and support for our mission;
- Manage and execute all events for Auxiliary Groups, Gala Dinner Committee, and Annual Gala;
- Serve as an active, engaged, and collaborative member of the ISA Team;
- In partnership with the Advancement and Marketing and Specialist, develop a compelling case for philanthropic support and create complimentary print and digital materials for prospects;
- Strengthen the relationship with Independent School Alliance’s alumni, ensuring that they remain connected with the organization;
- Manage the development budget.





## Qualifications and Personal Attributes

- Bachelor's degree in nonprofit management, fundraising, communications, or a related field;
- 5+ years of fundraising experience, with a proven track record of successfully securing major gifts, grants, and sponsorships. Independent school experience is preferred but not required;
- Strong understanding of fundraising principles, techniques, and strategies, including donor cultivation, stewardship, and solicitation. Direct experience with grant writing and foundation work is a plus;
- Excellent verbal and written communication skills, with the ability to articulate a compelling case for support and engage diverse audiences;
- Demonstrated leadership and management experience, with the ability to motivate and mentor staff and volunteers;
- Strategic thinker who can develop and implement innovative fundraising strategies to achieve organizational goals;
- Highly organized and detail-oriented, with the ability to manage multiple projects and priorities simultaneously with EQ, patience, and grace;
- The ability to work collaboratively with multiple constituencies;
- Respect for the importance of confidentiality;
- Appreciation for an intimate office setting that is highly collaborative and hands-on;
- Self-starter with the ability to work independently and pivot when necessary;
- Proficiency with Donor Perfect or CRM, Microsoft Office, Google Suite, and other relevant fundraising tools and technologies;
- Unequivocal commitment to ISA's mission and to equitable fundraising practices.

## Learn More

Click on the links below to learn more about Independent School Alliance.

[ISA Website](#)

[About Los Angeles, California](#)

[Member Schools](#)



## To Apply

Interested and qualified candidates are invited to contact the consultant 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 directed to Dr. Dana Coleman;
- 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:

### **Cathy Shelburne**

Consultant and Executive Coach

[cathy.shelburne@carneysandoe.com](mailto:cathy.shelburne@carneysandoe.com)

*The full-time equivalent salary range for this position is \$95,000-125,000. The starting salary is based upon, but not limited to, several factors that include years of experience, education level, and expertise.*