



## Director of Advancement Services

Poly Prep Country Day School  
Brooklyn, New York

Poly Prep Country Day School (Poly), located in Brooklyn, is uniquely positioned as one of New York City's only independent schools with a significant, college-like campus on its Middle and Upper School campus in Dyker Heights and the Lower School in Park Slope. Serving nearly 1,200 students in Grades N-12, the Poly community is intentionally diverse, with 53% of students identifying as people of color. The Poly community is committed to learning, personal growth, and the joyful exploration of life and its possibilities. Poly is guided by three pillars that define its identity: diversity, excellence, and Brooklyn.

For Poly, these guiding principles can be understood as follows:

- **Diversity-** We seek to be a community that reflects our broader society and allows all people to thrive in an environment that values diversity of thought and ideas.
- **Excellence-** We strive to achieve excellence across academics, athletics, and the arts.
- **Brooklyn-** We benefit from our Brooklyn campuses and Brooklyn attitude, our special Poly ethos across all we do.

With record enrollment and a talented, passionate faculty and staff, the school can focus strategically on its bright future as it considers exciting opportunities that will allow Poly to enhance its program and the Poly experience.



Carney  
Sandoe  
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com

Founded in 1854 as the Brooklyn Collegiate and Polytechnic Institute in Brooklyn Heights, the school grew over the next 35 years, when the preparatory school separated from the collegiate division and took up residence next door. In 1916, inspired by the rise of country-day schools around the United States, the school secured 25 acres at their current location in Dyker Heights and incorporated as Polytechnic Preparatory Country Day School. Founded as an all-boys school, the school began enrolling girls in the 1970s and graduated its first coeducational class in 1979. The school acquired and developed its Lower School Campus on Prospect Park West in Park Slope in 1995.



## Job Summary

The Director of Advancement Services will provide leadership and direction for gift administration, stewardship, research and prospect/donor management, as well as reporting and systems, for the Advancement Office, Head of School and Board of Trustees. This role reports to the Senior Director of Advancement and is based out of the Dyker Heights Campus.

## Responsibilities (continued)

- Manage all data systems that serve the Advancement Office.
- Serve as the primary liaison between other Departments (Technology, Business Office, and Admissions) to ensure ongoing communications and smooth interface between Raiser's Edge and other school data systems.
- Design and generate customized queries, reports, and exports, including but not limited to donor and grant reports, endowed fund reports, Annual Giving, Capital, and special project reports, solicitation lists, mailing and invitation lists.
- Provide Advancement Office colleagues with the information to respond promptly to donor requests, questions, and concerns received via phone, email, and mail. Under the direction of the Senior Director of Advancement, undertake regular initiatives to verify donor commitments and intentions.



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## Responsibilities (continued)

- Collaborate and supervise the work of the full-time Advancement Services Coordinator and one part-time assistant in the areas of Gift Processing & Management, Stewardship & Donor Relations, Business Office Partnerships & Audit Process, Events Invitation & Tracking, and Technology Systems employment and operations.
- Perform due diligence when contracting third parties, and manage all contracts, to include Consultants and their work follow-up and timelines.
- Work collaboratively within the Advancement Office to ensure seamless identification, cultivation, solicitation, and stewardship of major donors and prospects.
- Manage the prospect research systems and donor profiles for frontline fundraisers.
- Oversee the generation of all listings for the Annual Impact Report and its mailing list.
- Provide a wide array of complex and intricate analytical reports in support of advancement related activities. Coordinate and fulfill all departmental data requests, including donor analysis, mailing lists, and financial reporting.
- Manage and execute all routine data reporting for the Board of Trustees and for annual benchmarking purposes (DASL, NYDOD, INDEX, and Accreditation).
- Maintain existing written data policies and procedures and create new ones to ensure data integrity and data cleansing on an ongoing basis.
- Oversee a small summer internship program.



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## Qualifications

Education: Bachelor's degree. Accounting desired but not required. Master's degree preferred.  
Experience: A minimum of five to seven years of experience in the field of fundraising, data management and analysis, as well as prospect research.

### Specific Skills:

- Experience with constituent relationship management (CRM) databases and/or reporting software. Experience with Raiser's Edge/NXT is required.
- Strong working knowledge of Google Suite.
- Excellent interpersonal and communication skills, both oral and written, to effectively communicate with members of the Poly Prep community.
- Creativity in problem solving.



## Compensation and Benefits

The salary range for the Director of Advancement Services is \$100,000 – \$110,000 and Poly offers a comprehensive benefits package.

### Interested Persons Contact:

Jonathan K. Ball  
Managing Associate  
Carney, Sandoe & Associates  
617-933-3450 (dir)  
[jball@carneysandoe.com](mailto:jball@carneysandoe.com)

*All inquiries and nominations are kept confidential.*



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