

SANTA FE PREP



Director of Advancement

Santa Fe Preparatory School
Santa Fe, New Mexico

School

Founded in 1961, Santa Fe Prep is an independent college preparatory school serving talented students in grades 7 to 12. Guided by our core values of courage, curiosity, respect, resilience, and integrity, Santa Fe Prep engages students in active discourse in preparation for lives of uncommon purpose.

In February of 1961, a small group of parents and community leaders founded Santa Fe Prep. Their goal was to create a college preparatory school where young people would be challenged, engaged, and nurtured. The school opened on historic Canyon Road in 1963 with sixty-three students in seventh through ninth grades.

Enrollment increased dramatically, and in the early 1970s, the school moved to our current site, a thirty-three-acre campus nestled in the Sangre de Cristo Mountains. Since that time, Prep has added a state-of-the-art science wing, upgraded a campus-wide technology system, renovated existing buildings, such as the historic Meem art facility, Main School Building, and Driscoll Auditorium, built a new School Commons in 2001, and completed a LEED-certified library building in 2006 that houses over 13,000 titles.

Today, we are a fully accredited, coeducational day school serving approximately 345 students in grades seven through twelve. One of only six schools in New Mexico accredited by the Independent School Association of the Southwest (others are Albuquerque Academy, Sandia Prep School, United World College, and Rio Grande School), Prep is also a member of the National Association of Independent Schools.



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

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Director of Advancement

Santa Fe Preparatory seeks an experienced, dynamic and collaborative Director of Advancement (DOA) to build off a successful campaign launch and vital work building a strong culture of philanthropy at Santa Fe Prep. Working in close partnership with the Head of School and the senior leadership team, the DOA will sustain and elevate donor engagement and philanthropic giving. The Director of Advancement oversees the Senior Advancement Associate and demonstrates the following strengths to contribute to the school's operations:

- Thorough knowledge of principles and practices of all aspects of nonprofit development, preferably with experience in independent schools
- Ability to supervise and manage staff and operations, to work on multiple projects and assignments concurrently while prioritizing agendas,
- A strong spokesperson for Santa Fe Prep's mission, interests and needs, that will help build a strong social and business presence that can successfully represent Santa Fe Prep to donors and trustees
- Ability to work in a team environment with school administrators, and to effectively build positive working relationships both within and outside the school community.
- Experience with managing, organizing, and implementing annual funds and auctions required.



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Responsibilities

Fundraising and Strategic Planning

- Design annual fundraising and PrepForward campaign strategies, including stewardship and community building in close contact with the Head of School, Board of Trustees, and Board Committees
- Serve as lead for the Advancement Committee and Prep Forward Campaign Committee
- Plan and implement solicitations for the Annual Fund, planned giving, and PrepForward campaign
- Conduct major donor identification, cultivation, stewardship, and solicitation in close collaboration with the Head of School
- Engage in relevant grant writing, research and reporting
- Plan and implement all fundraising events



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Stewardship and Community Building

- Plan and implement donor stewardship, including reports to donors, foundations, etc., to offer detailed information of past funding and to generate ongoing support
- Oversee the generation of all gift acknowledgments and donor recognition materials
- Serve as primary liaison with the Alumni Board and Parents' Association
- Oversee the management of the school's special events and alumni programs.
- Serve as ex-officio member of the Committee on Trustees, Endowment Committee, Finance Committee, Investment Committee and Breakthrough Santa Fe Board (CIB)
- Lead (with a volunteer committee) periodic fundraising events such as the Gala
- Educate faculty and staff regarding projects and initiatives and lead the effort to continue 100% in annual fund participation for faculty and staff
- Track and communicate with appropriate staff regarding available scholarships, requirements, and reporting to donors
- Manage named scholarship programs
- Plan annual recognition of Caritas (planned giving) Society members and work to expand this group

Communications

- Help design and deliver the Annual Santa Fe Prep Magazine (direct oversight by a delegated member of the Advancement Office), Annual Report, Case Statements, and brochures for campaigns and solicitation
- In close communication and collaboration with the Senior Advancement Associate, assist with website content and design to ensure the website remains current throughout the year

Requirements

In addition to the abilities to achieve the above core responsibilities, ideal candidates will possess the following qualifications and attributes:

- Prior experience in educational and/or alumni work is strongly preferred
- Bachelor's degree is required.
- Must have excellent oral and written communications skills, and be exceptionally organized, accurate, flexible, and a quick learner.
- Appreciation for secondary education and love of learning and student life
- Database experience required



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Living in Santa Fe

If you were not born in northern New Mexico, you may not know that moving here would result in a daily feast for the senses, the mind, and the soul. Embraced by two mountain ranges—the Jemez Range to the west and the Sangre de Cristos to the east—opportunities abound for the many outdoor enthusiasts in Santa Fe. Over 250 mountain bike trails, some only minutes from the downtown Plaza, lead riders across meadows and into high alpine terrain. Hiking trails in the city, county, and nearby Santa Fe National Forest (2400 square miles) create access to some of the most beautiful views in the Mountain West. And the climate! Santa Fe averages 283 days of sunshine but also receives about 14 inches of rain annually—usually in a brief late afternoon summer showers—and almost two feet of snow each winter (with much more in the local mountains providing some outstanding skiing.)

As the country’s oldest capital city (established in 1610), with Native American inhabitants tracing their heritage back almost a thousand years, and for centuries a crossroads for traders and adventurers, Santa Fe offers a mix of cultures and deep history available nowhere else in the country. With a population of 145,000 in the entire county, many of whom moved from elsewhere, Santa Fe “feels” small while offering world-class dining, fine and performing arts, skiing, golf, fly-fishing, and cycling. Over 100 art galleries, many along the famous Canyon Road, and internationally-recognized art museums together create an experience in the visual arts that is unmatched.



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Compensation and Benefits

This position is full-time and based on a 12-month schedule with five weeks of vacation. Flexibility and availability to work hours outside of the regular school day are required. Santa Fe Prep offers a competitive salary and benefits package. Benefits include medical, dental, vision, life insurance, long-term disability, and an excellent retirement plan.

Interested Persons Contact:

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

All inquiries and nominations are kept confidential.

The School prohibits discrimination, harassment, or retaliation on the basis of race, color, religion, age, sex, national origin, citizenship status, genetic information, handicap or disability or any other protected status in accordance with the requirements of all applicable federal, state, and local laws in admissions, access, employment, tuition assistance, educational policies, or other school administered student programs and activities. Questions regarding the School's compliance with or the application and administration of the School's nondiscrimination policies should be directed to your direct supervisor, Division head, or the Head of School.



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