



ST. GEORGE'S SCHOOL

Associate Director of Advancement

St. George's School
Middletown, Rhode Island

Founded in 1896 as an Episcopal boarding school by the Rev. John Byron Diman, St. George's today lives firmly in the 21st century, with state-of-the-art academic and athletic facilities, and an innovative curriculum that prepares students to become the thoughtful, compassionate leaders and doers the world needs most.

A community drawn from a wide range of traditions and backgrounds in the U.S. and around the world, our school provides opportunities for students to deepen their intellectual curiosity and develop their distinctive talents — whether sequencing DNA in a lab, composing music in the arts center, scoring a goal on the athletic fields, navigating by starlight on Geronimo, or learning beyond campus in one of our unique connected-learning programs in places like Los Angeles and Washington, D.C. St. George's School continues to fulfill its mission through enrolling a diverse, academically talented, and well-rounded student body guided by educators committed to creating a supportive and inclusive environment. True to the School's Episcopal heritage, St. George's welcomes students, faculty, and staff of all faiths to a community guided by core values: respect for each individual, personal integrity, and service to others.



**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

Associate Director of Advancement

St. George's School seeks an experienced fundraising professional to serve as a thought partner to the Director of Advancement, responsible for assisting in the planning, execution, and evaluation of a comprehensive advancement program that secures the necessary philanthropic resources for the current and future needs of the school. S/he will provide programmatic leadership in the areas of annual giving, alumni and parent engagement, advancement communications, and special events, working closely with the Director of Leadership Giving and the Director of Data Management as well as the Communications Office. The Associate Director of Advancement will develop and implement annual operational plans grounded in data and aligned with the advancement plan, set ambitious team and program goals, and develop metrics for accountability. In addition, s/he will empower and coach, leading the team in successfully attaining or exceeding annual goals. The Associate Director will build relationships across the school community, including the cultivation and solicitation of prospects and leadership donors.

The Associate Director of Advancement will report to the Director of Advancement and supervise a team of 3, annual giving, events, advancement communications and retention.



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Responsibilities

- Partner with the Director of Advancement to create and oversee the implementation of short- and long-range strategic plans for the Advancement Office.
- Provide day-to-day supervision and management for a team of constituent engagement and annual giving professionals, mentoring and motivating the team to achieve or exceed shared annual giving and engagement goals.
- Develop and oversee annual operational plans, including program initiatives, timelines, goals, and metrics.
- Use data analytics to optimize program performance on an ongoing basis.
- Foster cross-functional communication and collaboration within the Advancement Office to strengthen constituent engagement and annual giving support.
- Provide the Director of Advancement with regular and detailed reports to measure program performance and identify new opportunities for program refinement or development.
- Cultivate and solicit a portfolio of approximately 50 prospective leadership donors, using moves management and prospect plans.
- Build and maintain the annual budget for the engagement and annual giving program areas.
- Perform other duties as assigned by the Director of Advancement.

Success Profile

- Manages personnel with clarity and diligence, providing mentoring and professional development opportunities regularly.
- An understanding of donor behavior to inform strategic decision-making, particularly in the areas of retention and donor lifetime value.
- A desire to learn new metrics and analytics that provide deeper insights into donor engagement and momentum.
- Open to exploring practical AI tools that could enhance efficiency in advancement efforts, implementation strategies, and best practices.
- Communicates clearly and persuasively in writing and in person.
- Driven to set and achieve ambitious goals.
- Demonstrates strong organizational, planning, and time management skills.
- Embraces a donor-centric fundraising model and enjoys cultivating and soliciting leadership gifts.
- Understands and harnesses the power of collaboration across engagement and annual giving programs.
- Anticipates and responds to trends and new practices, not just best, in constituent engagement and annual giving.
- Embraces St. George's unique school culture and exemplifies its values as a representative of the school.
- Possesses a sense of humor and values building relationships with colleagues, volunteers, parents, and alumni.



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Qualifications

- Bachelor's degree and a minimum of eight years of progressive responsibility in development, annual giving, alumni relations, or a similar field.
- Strong leadership experience with proven ability to motivate and manage a team of professional and support personnel, as well as volunteers.
- Demonstrated success using data analytics to support programmatic decision-making.
- Ability to think strategically and translate that thinking into targeted goals, actions, and performance metrics.
- A comfortable front-line fundraiser with experience developing, cultivating and soliciting leadership gifts.
- Excellent interpersonal skills; able to build and foster networks of individuals and institutions.
- A commitment to working as a member of a team; able to work across departmental lines to achieve common goals.
- Knowledge of best practices in the advancement field.
- Advanced computer skills with proficiency in database systems (Salesforce a plus), Microsoft Office, and Google Docs.
- Ability to prepare and manage budgets.
- Willingness to travel and to work evenings and weekends, as required.

Physical Requirements

The working environment is an office, school and travel environment. The abilities to occasionally lift files and boxes, walk up and down stairs, attend meetings in varying locations throughout campus, and continually use computers and related office equipment are required. Not all buildings on campus have elevators.



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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.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the School are based on merit, qualifications and abilities. St. George's School has been and is committed to a policy of non-discrimination and equal employment opportunity for all employees and qualified applicants without regard to religion, gender, gender identity, gender expression, race, color, age, physical or mental disability, sex, pregnancy, sexual orientation, or national and ethnic origin, ancestry, genetic information, veteran status, military service, application for military service, or any other status protected by applicable law. The School makes reasonable accommodations for qualified individuals with known disabilities, in accordance with applicable law. An applicant who does not meet the minimum qualifications of the position(s) for which the applicant applies will not be considered for employment.

This commitment is evident in all aspect of the School's employment practices and policies, including recruiting, hiring, education, training, tuition assistance, compensation, benefits, assignments, working conditions, promotions, transfers, termination, reemployment, social and recreational programs, employee treatment, and all other rights, privileges, programs, and activities generally accorded or made available to employees at the School.



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