

# DIRECTOR OF DEVELOPMENT SEARCH

## ST. LUKE'S SCHOOL

New Canaan, Connecticut

[stlukesct.org](http://stlukesct.org)

Start Date: July 2025 or sooner



**Carney  
Sandoe**  
& ASSOCIATES

[CARNEYSANDOE.COM](http://CARNEYSANDOE.COM)

# Mission Statement

An exceptional education that inspires a deep love of learning, a strong moral compass, the commitment to serve, and the confidence to lead.

## At a Glance



Established  
**1928**



Enrollment  
**586**



Total faculty  
**79**



Student-faculty ratio  
**8:1**



Students of color  
**25%**



Financial aid awarded  
**\$5M**



Faculty with advanced degrees  
**74%**



Campus size  
**40 acres**

Faculty of color: 17%

Faculty and Staff of color: 15%

Students receiving aid: 22%

Endowment: \$48M

Annual operating budget: \$36M

Advanced, AP, and Honors courses: 37

Participation in sports: 90%

Annual productions: 8



## Overview

At SLS, we transform lives through a **personalized, innovative education** that combines **academic rigor** with an unparalleled commitment to **kindness, community and character**. Our students thrive in a warm, supportive environment where they discover their **unique strengths**, learn to **Lead with Humanity**, and make **meaningful contributions to the world**.

In the words of our Head of School, Dr. Mary Halpin Carter, “We are leading the next generation into the future. An exceptional education must be forward-thinking and steeped in the moral principles that inspire students to thrive and build lives of purpose and joy.”

SLS is best known for exceptional teachers who are scholars and innovators. They master traditional academics while developing cutting-edge advanced college-level curricula and pioneering courses in emerging technology, computer science and engineering. With our unique Leading with Humanity leadership program, they prepare students to be confident ethical leaders and teammates. SLS faculty and staff are cherished for going Above & Beyond, so our students can too.

St. Luke’s School prides itself on being a welcoming community of learners where students are challenged, inspired, and well-prepared to make a real difference in the world. Valuing the power of relationships as an intrinsic element of its central ethos, St. Luke’s lives out its inspiring motto, “Enter to learn, Go forth to serve” in a manner that distinguishes it as a truly exceptional place of learning. According to Dr. Carter “Developing students’ full potential is a powerful way for an institution with high academic standards to fulfill its mission and impact society. Schools that have mastered preparing students for college ought to see if they have the capacity to aim higher and prepare students to live fulfilling lives ... to build lives of meaning”

St. Luke’s School seeks an experienced fundraising professional to serve as the school’s next Director of Development, assuming the role by July 2025. The successful candidate will be an engaging, enthusiastic strategic leader who connects authentically with all constituencies and quickly becomes a presence in the school community. Reporting to Dr. Carter, this position serves as leader of all philanthropic activities, including annual giving, alumni and parent relations, capital campaign planning and execution, and major gift cultivation, solicitation, and stewardship. The Director of Development acts as a strategic thought partner for the Head of School and Board of Trustees, collaborates with the Marketing and Communications team, serves on the Head’s External Affairs Team, and works closely with colleagues as a member of the Senior Leadership Team. Compelling candidates will demonstrate experience leading effective development teams with proven fundraising results.



## Opportunities and Challenges

Looking ahead, the priorities, opportunities and challenges for the Director of Development include:

### **Expanding the Culture of Philanthropy to Support Strategic Priorities**

St. Luke's School has a strong culture of philanthropy among its current parents who generously support the Annual Fund, providing crucial resources for the current year's operating budget. Parents of seniors are asked to contribute to the Senior Gift, which funds a special project each year at the school. Recent efforts to reconnect and engage with alumni have resulted in increased participation in annual giving. However, there is more work to be done to expand the alumni network and build additional support from alumni, as well as parents of alumni.

St Luke's is a community where relationships are important. Faculty know their students and their families. The Parents' Association focuses its efforts on building this sense of community. To sustain and expand St Luke's' culture of philanthropy, the next Director of Development must quickly start to build relationships by being an enthusiastic presence in the school community and making a conscious effort to meet and connect with current families, as well as alumni, grandparents, and parents of alumni. By building and sustaining authentic relationships with various school constituents, the new Director of Development will be positioned to facilitate more connections between Dr. Carter and potential donors.

### **Working in Partnership with the Head of School and the Board of Trustees**

The school has developed a detailed campus master plan with a sequence of campus projects that include athletics and parking enhancements, which are greatly needed. At the same time, the Board's Development Committee has conducted a feasibility study with the support of a fundraising consultant, to lay the groundwork for a fundraising campaign that would fund significant portions of the master plan. The next Director of Development will play an integral leadership role in working with Dr. Carter, the Board, and the Board's Development Committee on planning the capital campaign's strategy, organization, timing, and implementation.

The Director of Development also serves as the chief liaison to the Board's Development Committee, which creates the annual Development Plan and meets regularly to set and assess goals.

### **Mentoring the Development Team**

The Director of Development will oversee a talented and committed Development Team that includes the Associate Director of Advancement, Director of Annual Giving, Director of Alumni Relations, Communications and Stewardship Manager, Development Database Manager, and Development Assistant. The Development department has had changes over the last few years which have been attributed to a variety of factors such as internal promotions, newly added roles, as well as attrition. While several members are new to St. Luke's, all have leaned in and are successful contributors despite the absence of a Director of Development for the 2024-2025 school year.



The team is engaged and working well together and will benefit from the additional support and guidance of an experienced Director of Development. Mentorship, vision, and clear communication are priorities to support this already effective team.

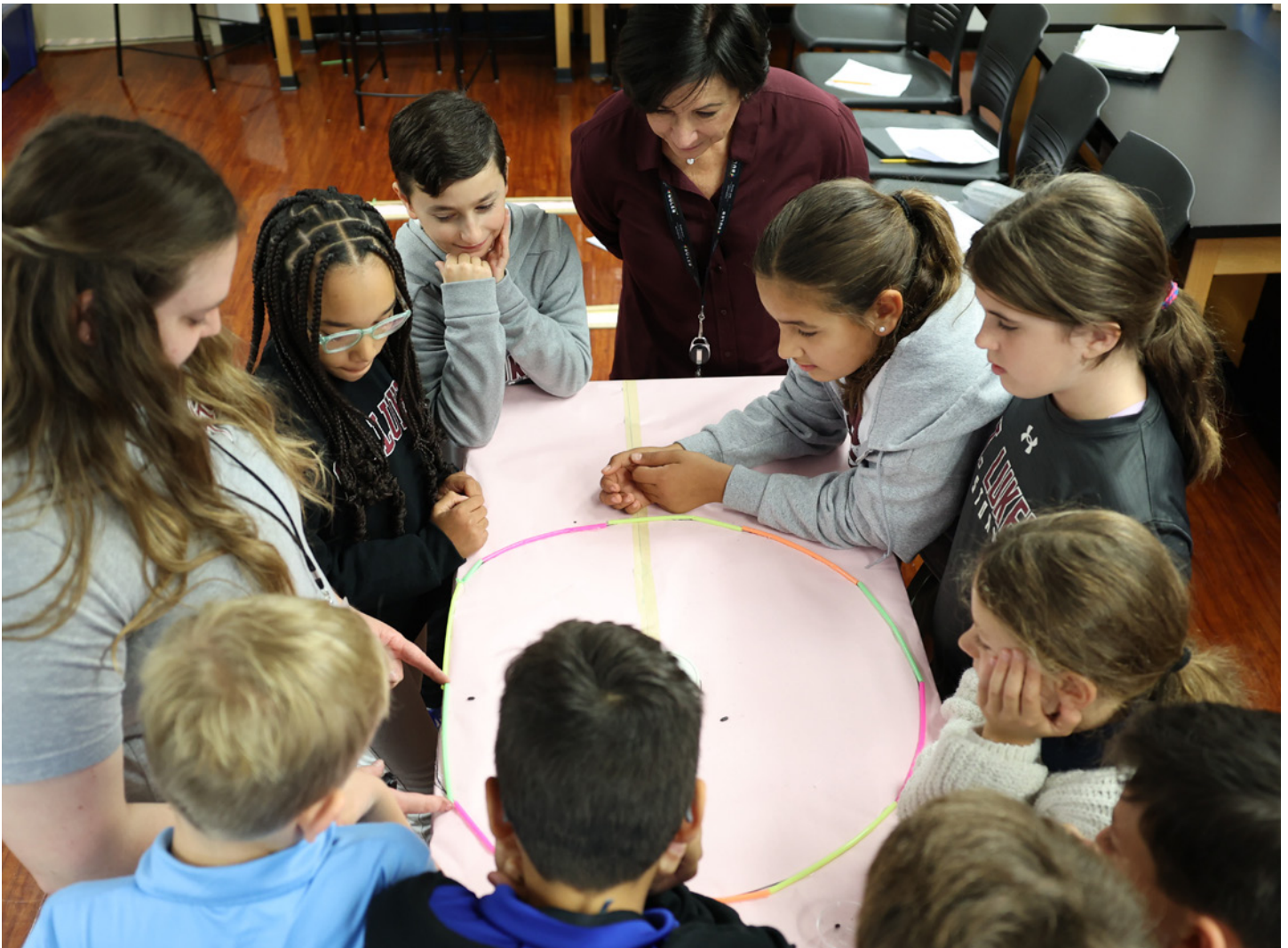
### **Collaborating with Colleagues**

The next Director of Development will need to collaborate frequently with other departments and administrators. While the Development program produces its own philanthropy-related communications, there is close collaboration with the school's Marketing and Communications office to ensure consistency of messaging and style. The Director of Development serves on the Head of School's External Affairs Team along with the Director of Enrollment Management, the Director of Marketing and Communications, Assistant Head of School for Academics, Summer Program Director, and the Chief Financial Officer. In addition, the Director of Development is a member of the Head's Senior Leadership Team.

## **Responsibilities**

In addition to embracing St. Luke's mission, supporting its Head and leadership, and representing the school at professional and public forums, the Director of Development has a number of primary responsibilities:

- Enhancing the school's culture of philanthropy through active constituent engagement and participation in the school's various giving programs;
- Overseeing all aspects of the development program, including annual giving, capital campaign, major gift solicitation, special events, and community relations;
- Working collaboratively with the Head of School, the Board's Development Committee, and the Board of Trustees to develop and implement fundraising strategy;
- Manage a portfolio of major donors and partner with the Head of School and key Board members on major gift solicitations and key annual fund solicitations;
- Serving as an active and engaged member of the Senior Leadership Team and External Affairs Team;
- In partnership with the Director of Marketing and Communications, developing a compelling case for philanthropic support by creating complimentary print and digital materials for prospects;
- Strengthening the relationship with St. Luke's alumni, ensuring that they are engaged and connected with their alma mater;
- Overseeing the fundraising database and utilizing data to improve fundraising programs and cross-departmental processes;
- Managing the development budget;
- Lead a development team of 5, providing strategic direction and mentorship.



## Qualifications and Personal Attributes

- 10+ years of fundraising experience. Independent school experience, along with knowledge and understanding of suburban Fairfield, CT, are preferred.;
- Deep grounding in all aspects of development work including annual giving, capital campaigns, major gifts, prospect research, alumni relations, communications, and special events;
- An abiding sense of humor;
- Interest in serving as an engaging, involved leader in an exciting and busy school community where efforts are made to know all students and their families;
- Strong interpersonal skills and the ability and desire to connect with a broad array of school constituents;
- Extensive organizational skills with experience in working independently, while also understanding the importance of working collaboratively with colleagues in other departments;
- Demonstrated ability to manage and develop staff. Provide clear, actionable and timely feedback through mentorship and support;
- Respect for the importance of confidentiality;
- Excellent verbal and written communication skills; ability to adopt new technology;
- A commitment to equitable fundraising practices;
- Experience working with and motivating volunteers;
- Authentic enthusiasm and a positive spirit.

# Learn More

Click on the links below to learn more about St. Luke's School.

## [Benefits Booklet](#)

(Note: The role will be eligible for 4 weeks vacation and does not follow the outlined length of service policy in the booklet)

## [School Website](#)

## [Strategic Plan](#)

## [Virtual Campus Tour](#)

## [College Matriculation](#)

## [Equity and Inclusion](#)

## [About New Canaan, Connecticut](#)



# To Apply

Interested and qualified candidates are invited to contact the consultants 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;
- 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:

### **Scott Nelson**

Senior Consultant

scott.nelson@carneysandoe.com

### **Sara Shulman**

Practice Leader – Development & Finance/Senior Consultant

sara.shulman@carneysandoe.com