

ASSISTANT HEAD OF SCHOOL FOR EXTERNAL AFFAIRS SEARCH

VIEWPOINT SCHOOL

Calabasas, California

viewpoint.org

Start Date: July 2025



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Mission Statement

To create exceptional readiness for extraordinary futures by cultivating the critical skill set, courageous mindset, and resilient identity of each individual Viewpoint student.

Vision

A SCHOOL where tradition connects us and innovation propels us
A COMMUNITY where families value unity in diversity
A WORLD where education changes lives.

Values

Love, Honor, Excellence, Imagination, and Optimism

At a Glance



Established
1961



Enrollment
1,200



Total faculty
151



Campus size
40 acres



Students of color
51%



Financial aid awarded
\$6.5M



Average Faculty Tenure
18 years

Zip codes represented: 90

Faculty of color: 27%

Students receiving aid: 19%

Endowment: \$26M

Annual operating budget: \$60M



Overview

Viewpoint School is a vibrant TK-12 learning community of 1200 students located in the foothills of the Santa Monica Mountains in Calabasas, CA. Upon entering the campus, one sees Viewpoint's mission of *creating exceptional readiness for extraordinary futures* at the center of its curriculum, and indeed, its culture. The driver of this vision and exceptional school is its Head of School, Mark McKee. Mark has taken the school to new heights over the past decade and has built out a curriculum centered on world readiness through academic depth, inspired leadership, global citizenship, and resilient identity. Mark has also recruited and supported an exceptional faculty, staff, and administrative leadership team. Of note, for the past three years, Viewpoint has been named by @bestcompaniesgroup as one of the Top 100 Workplaces in Southern California.

Viewpoint's history dates to 1961 when it opened its doors to 24 students on a small campus in Encino, CA. From its founding, Viewpoint has been focused on impacting students through a combination of academic richness and holistic development. The campus of today in Calabasas, CA is extensive and well equipped to deliver an impactful experience for each student and each family. Located within 30 miles of Los Angeles and bordered by Woodland Hills, Topanga, and Malibu, the school is an enclave unto itself, within a beautiful setting surrounded by California Oak Trees.

Now, Viewpoint seeks a talented and experienced fundraising professional to serve as the Assistant Head of School for External Affairs. While the school is well established and mature, it has only recently begun developing a comprehensive advancement program. In doing so, they have developed a robust annual fund, a successful annual benefit, and have received significant gifts for individual buildings and projects. The school is well poised to take its next evolutionary step in advancement by building out a cohesive philanthropic program and delivering a comprehensive multi-year campaign focused on enhanced endowment and transformational buildings and spaces to enhance every aspect of the Viewpoint experience. Viewpoint is working with external fundraising counsel to prepare for this monumental undertaking. The ideal candidate is a dynamic leader with a proven track record of success, and who engages professionally with all the school's constituencies. Possessing qualities of integrity, credibility and commitment to the school's mission, the Assistant Head for External Affairs will provide clear vision, supervisory leadership, and collaboration with the Advancement team.



Opportunities and Challenges

The Assistant Head for External Affairs will lead an advancement team in preparing for, executing, and successfully completing the school's upcoming comprehensive campaign. In doing so, this person will deepen the school's philanthropic culture at all levels, including the Viewpoint Fund, alumni and parent relations, and major gifts fundraising initiatives. The Assistant Head for External Affairs will be an integral part of the senior administrative team and will be an involved and valuable thought partner with the head of school. The appointed individual will have had a significant track record in raising significant major gifts, and in building and leading a highly effective advancement staff and volunteer structure to support all strategic efforts of the school.

The Assistant Head for External Affairs is joining Viewpoint School at an exciting time. Head of School Mark McKee, leading the school since 2015, is both an articulate messenger of the Viewpoint mission and an experienced and highly effective fundraiser. He exhibits a deep understanding and commitment to the values of a Viewpoint education and will be a true partner with the Assistant Head for External Relations.

Viewpoint's annual fund received over \$3.5 million last year and has been growing impressively for the past three years. As a part of this total, Viewpoint holds an impressive benefit each spring and raises major gifts for specific projects. While all of this is impressive progress, the opportunity is to build a stronger and more intentional culture of philanthropy with each of its primary constituencies: parents, past parents, grandparents, alumni, and friends.

Early planning for a campaign has begun. While a specific start date has yet to be established, the featured objectives of this campaign will be enhanced campus facilities, including a new athletic complex and other major renovations, significant growth to the endowment, sustained growth with the Viewpoint Fund, and a greater focus on alumni cultivation and planned giving. This person will play a vital role in all aspects of fundraising with a particular focus on the campaign's planning and successful execution.

The ideal candidate is a dynamic leader with a proven track record of success, and who engages professionally with all constituencies. Possessing qualities of integrity, credibility and commitment to the school's mission, the Assistant Head for External Affairs will provide clear vision, mentorship, and collaboration with the Advancement team.



Qualifications and Personal Attributes

Requisite experiences and skills for the successful candidate include:

Fundraising Expertise – a deep understanding of the mechanics of leading and managing a mature development program with all its facets – annual support, major gifts, planned gifts, campaigns, prospect research, alumni and parent relations, information services and stewardship.

Strong Familiarity with Enrollment Management Best Practices – more than just admissions, intimate knowledge of the importance of enrollment management and its short- and long-term impact on overall revenue and on the maximization of net tuition.

Broad School Background – a total grasp of the externally-facing parts of a successful institution and how they can and must work collaboratively to maximize revenue.

Belief in Metrics as a Management Tool – a conviction that good decision-making and strategy are forged from in-depth data and information, and that holding people accountable for quantitative performance metrics is essential to moving an institution forward.

Marketing & Communications Background – an appreciation for how the right messaging and communications can positively influence outcomes, for the importance of delivering clear, consistent messages that represent accurately the essence of the school, and the impact of successful marketing initiatives in supporting revenue generation operations.

Exceptional Relationship Building Skills – an outgoing, genuine ability to connect with people from all walks of life; an enthusiastic and thoughtful approach to bringing people closer to an organization and helping them see themselves as integral parts of the Viewpoint community.

Strategic Thought Leader – a thinker and strategist always looking towards future destinations and the best ways to get there; proactively sharing ideas with an eye towards collaboration.

Strong Manager and Communicator – extensive experience leading teams and holding individuals accountable; a transparent leader who can convey information and thinking in an inspiring and understandable fashion.

Learn More

Click on the links below to learn more about Viewpoint School.

[School Website](#)

[Interactive Campus Map](#)

[Diversity & Inclusion](#)

[School Profile](#)



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:

Sara Shulman

Practice Leader – Development & Finance/Senior Consultant
sara.shulman@carneysandoe.com

Taylor Stockdale

Senior Consultant
taylor.stockdale@carneysandoe.com

The full-time equivalent salary range for this position is \$225,000-\$250,000. The starting salary is based upon, but not limited to, several factors that include years of experience, education level, and expertise.