

DIRECTOR OF ADVANCEMENT SEARCH

HEAD-ROYCE SCHOOL

Oakland, California

headroyce.org

Start Date: Summer 2023



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM



Mission Statement

To inspire in its students a lifelong love of learning and pursuit of academic excellence, to promote understanding of and respect for the diversity that makes the Head-Royce society strong, and to encourage constructive and responsible global citizenship.

At a Glance



Established
1887



Enrollment
900



Total faculty and staff
111



Student-teacher ratio
8:1



Students of color
69%



Financial aid awarded
\$6.7M



Faculty with advanced degrees
66%



Campus size
22 acres

Lower School enrollment: 245
Middle School enrollment: 270
Upper School enrollment: 385
Faculty of color: 38%

Students receiving aid: 27%
Endowment: \$23 million
Annual operating budget: \$37 million
Athletic teams and extracurricular activities: 100



Overview

Head-Royce School is a diverse K-12, independent, all-gender college-preparatory day school that offers a challenging and transformative program to educate the whole child. For over 135 years, the school has offered outstanding academic and co-curricular programs. Nestled in the Oakland hills, Head-Royce inspires in its students a lifelong love of learning, an exuberance for academic excellence, an understanding of and respect for the diversity that makes society strong, and a commitment to global citizenship.

The school is committed to a program of excellence, one that provides opportunities for the intellectual and personal development of each student. Its three core values of scholarship, diversity, and citizenship guide everything it does and helps cultivate lifelong learners who lead with joy, purpose, and compassion, and are well prepared to embrace the challenges and opportunities of the future.

Building off the success of the school's recent capital campaign and approval of the South Campus Plan, Head-Royce seeks a seasoned and thoughtful professional to serve as the school's next Director of Advancement, assuming the role in Summer 2023. The Director of Advancement serves as leader of all philanthropic activities, acts as a strategic thought partner to the Head of School Rachel Skiffer and Board of Trustees, and collaborates with colleagues and the larger school community as a member of the senior leadership team. A successful Director of Advancement will build upon the school's strong sense of purpose and identity to strengthen the culture of philanthropy while aligning with the school's mission and values.

Opportunities and Challenges

Looking ahead, the priorities, opportunities, and challenges for the Director of Advancement Include:

Enhancing the Culture of Philanthropy to Support Strategic Goals

In December 2022, Head-Royce completed the largest campaign in school history, raising over \$20 million for the South Campus Plan, which will add 8 acres and transform the school's already remarkable campus. With the project recently approved, the Director of Advancement will partner with colleagues and volunteers to both steward campaign donors and support the Head-Royce community during project implementation. At the same time, the school is engaged in a strategic planning process that will lead to the affirmation of school priorities for the coming years. The Director of Advancement will be responsible for creating philanthropic programs that align with and support school initiatives and priorities.



The school's Annual Fund is raising about \$1.47 million in support of the operating budget and enjoys healthy participation from all constituencies including parents, parents of alumni, alumni, grandparents, and friends. Annual Giving has experienced a plateau in recent years, which can be attributed to several factors, including the recently concluded concurrent capital campaign. The Director of Advancement will be charged with analyzing data of recent giving history and implementing strategy to grow participation and dollars from all constituencies for the Annual Fund.

While there is much goodwill and support in the Head-Royce community, there is a desire to nurture and advance the school community's culture of philanthropy. A successful Director of Advancement will thoughtfully lift Head-Royce's philanthropic programs via reaffirmation of the community's shared responsibility and commitment.

Partnering with the Head of School and Board of Trustees on Strategic Goals

Head Royce's next Director of Advancement will be a trusted, strategic partner to Head of School Rachel Skiffer and the Board of Trustees. Although only in her first year, Rachel's energy and vision has inspired the Head-Royce community. A gifted Director of Advancement will partner thoughtfully with Rachel to utilize her talents to inspire philanthropy. The Board of Trustees is strong and understands the importance of healthy governance and the role of philanthropy in advancing the mission. The Director of Advancement serves as staff liaison to the Board's Advancement and Governance Committees, providing support and counsel on related matters.

Mentoring and Supporting the Advancement Office

The Director of Advancement will oversee a talented and dedicated Advancement team, including the Associate Director of Advancement, Director of Leadership Giving, Director of Alumni Relations and Events, Database Manager, Alumni Relations and Events Associate, and Advancement Associate. The next Director of Advancement will lead with empathy and humility, providing communication and guidance to inspire performance and professional development.

Ensuring Equitable Practices in the Advancement Program

The Advancement program embraces Head-Royce's continued commitment to equity and belonging. The Director of Advancement is charged with the oversight of fundraising, constituent engagement, and related community events and should ensure that these programs are inclusive and welcoming to all constituencies at Head-Royce.



Working Closely with Administrative Colleagues

A successful advancement program relies on close working relationships with academic and administrative leaders alike. The next leader of Advancement at Head-Royce will develop strategic partnerships with colleagues in areas such as communications and enrollment management.

Qualifications and Personal Attributes

- 10+ years of fundraising experience. Independent school experience, along with knowledge and understanding of Oakland, are preferred but not required.
- Deep grounding in all aspects of development work including annual giving, major gifts, prospect research, alumni and community relations, and special events;
- An understanding of the importance of mentoring and supporting the advancement team;
- Ability to cultivate and build strong and authentic relationships with a broad array of colleagues and constituents;
- Respect for the importance of confidentiality;
- Excellent verbal and written communication skills;
- A commitment to equitable fundraising practices;
- A joyous spirit and a fine sense of humor.

Learn More

Click on the links below to learn more about Head-Royce School.

[School Website](#)

[Virtual Tour](#)

[School History](#)

[School Profile](#)

[Strategic Plan](#)

[About Oakland, California](#)

[Diversity, Equity, and Inclusion](#)



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

Consultant

sara.shulman@carneysandoe.com

Cathy Shelburne

Consultant

cathy.shelburne@carneysandoe.com

The full-time equivalent salary range for this position is \$205,000–\$230,000. The starting salary is based upon, but not limited to, several factors that include years of experience, education level, and expertise.