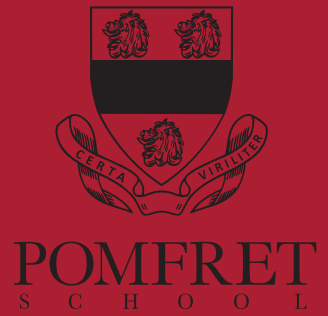


# Director of Advancement



*Mission: Pomfret School cultivates a healthy interdependence of mind, body, and spirit in its students as it prepares them for college and to lead and learn in a diverse and increasingly interconnected society.*

The next Director of Advancement will join Pomfret School on an exciting journey marked by a deep commitment to progressive education embedded within a uniquely authentic community. Since its founding in 1894, Pomfret has been a place where students are heard. “If the next generation is to flourish in a changing world,” says Head of School Tim Richards, “we must prepare them wisely, differently, and well.”

Pomfret engages not just the mind, but the heart and the spirit through the core values of community, growth and integrity. Pomfret’s identity is rooted in a productive tension between tradition and innovation as expressed in the strategic plan, [The Pomfret Purpose](#). The [Grauer Institute](#) elevates and amplifies the work of a faculty dedicated to giving students ownership of their learning and growth.

*The Pomfret Fund in  
FY19 \$2.35M*

*Alumni Participation  
30% of 4,889*

*Endowment \$52M as of  
June 30, 2019*

*Campaign total \$38.9M  
as of June 30, 2019,*

**Together we will  
help our students  
anticipate, embrace,  
and prepare for their  
future. This is our  
purpose.**

## The Opportunity

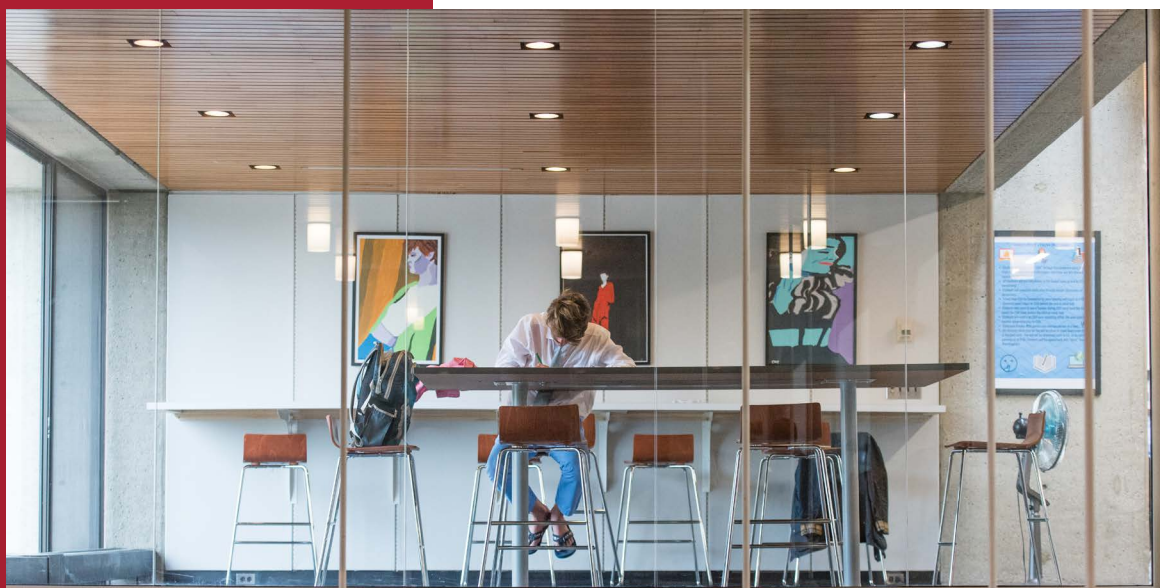
Pomfret School seeks a Director of Advancement who will play a critical leadership role in the success of a capital campaign that will fuel an ambitious future. Educational Directions has been retained to assist Pomfret by creating a very focused process.

The School has committed to carrying those precepts forward through *A Tradition of Innovation: The Campaign for Pomfret School*. Head of School Tim Richards seeks a dynamic partner to collaboratively lead and close the multi-year capital fundraising initiative. The first comprehensive campaign in more than a decade, the five-year, \$60 million fundraising effort will allow the School to prepare its students for the future.

The campaign has already achieved two of its goals: the establishment and endowment of the Grauer Institute, and the construction of a state-of-the-art Health and Wellness Center. Moving forward, this campaign will transform an aged science facility by creating spaces designed to serve a curriculum based in solving complex, authentic problems that break down the barriers between traditional disciplines. This effort will also put new emphasis on supporting and retaining an excellent faculty through enhanced compensation and professional development. Lastly, it will bolster the School's ability to enroll qualified students from all backgrounds.

The Director of Advancement is a key member of the School's Senior Administrative team. This individual is responsible for leading the School's advancement efforts and developing and maintaining active and productive relationships with board members, parents, and alumni, including the Alumni Association Executive Committee and the Pomfret Parents Executive Council.

The Advancement Office is a strong [and collaborative group](#) of ten professionals. The office maintains sophisticated and multi-dimensional fundraising operations that have been successful at engaging a diverse community at all levels. The new director will have the opportunity to provide fresh leadership and vision for the department while focusing on the closure of a successful campaign.



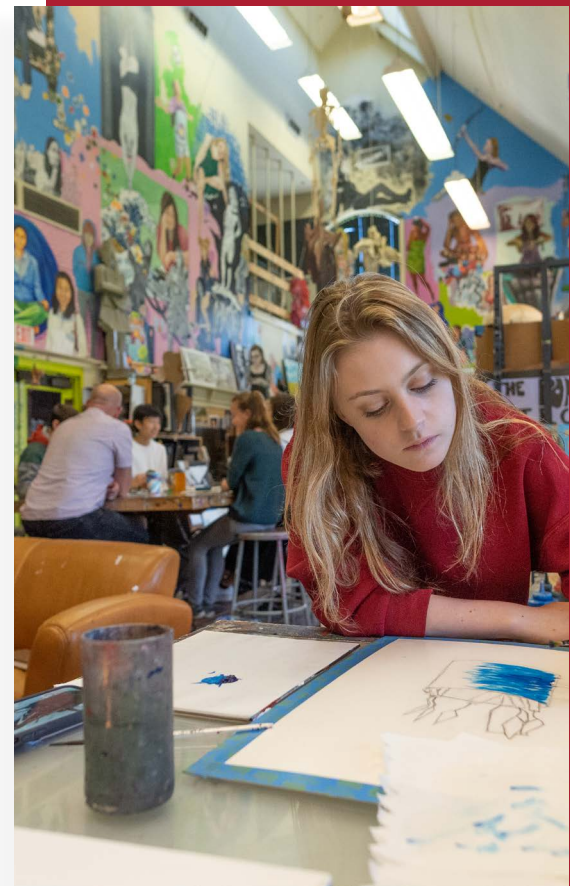


## General Expectations:

- Designs, implements, and guides all fundraising activities, including annual giving, endowment and capital campaigns, special projects, and other school-related solicitations.
- Provides collaborative and supportive leadership to an experienced and dedicated team of advancement professionals, setting the direction for all fundraising, engagement and advancement operations.
- Monitors trends for outreach strategies to expand the School's active constituent base and those that influence constituent behaviors.
- Manages all strategies and activities for donor cultivation, solicitation, and relations.
- Enhances parent and alumni fundraising programs with strategic oversight of Pomfret Fund.
- Develops a comprehensive planned-giving program to further the School's fundraising efforts consistent with the School's strategic vision.
- Oversees the development and execution of all advancement events including but not exclusive of alumni weekend, regional constituent events, and holiday gatherings.
- Oversees a stewardship program to recognize donors and volunteers for their support of the School.
- Oversees/Supervises donor and gift record-keeping in accordance with CASE reporting standards and the management of databases and all records, files, and gift processing. ([Annual Report](#))
- Works collaboratively with others to develop a strategic, comprehensive, and effective marketing and communications program.

## Constituent Relationships:

- Works with the Engagement and Governance Committees of the Board of Trustees and the Head of School to develop strategies to initiate and meet aggressive fundraising goals.
- Develops fundraising training for Trustees and other leadership volunteers to implement a collaborative cultivation and fundraising process.
- Assumes responsibility for all Advancement reports to the Board and other agencies and attends all Board meetings.
- Maintains a pipeline of potential new trustee candidates discovered through constituent research, cultivation, and nominations.
- Leads strategic efforts to involve external constituents to advance the mission of the school and foster a culture of engagement.
- Organizes and supports a dynamic and engaged alumni association.
- Oversees alumni events, collects news and information about the members of the alumni for publication, and keeps accurate records of the school's alumni.



### Campaign for Pomfret Overview

\$ 9M	Science Building
\$ 15M	Faculty Comp & Development
\$ 15M	Financial Aid
\$ 5M	Grauer Institute (funded)
\$ 4M	Health & Wellness Center (funded)
\$ 12M	The Pomfret Fund
\$ 60M	TOTAL

***Pomfret was meant  
to be different.  
We were innovators  
from the start.  
Outliers from the  
very beginning.  
Never satisfied.  
Never finished.***

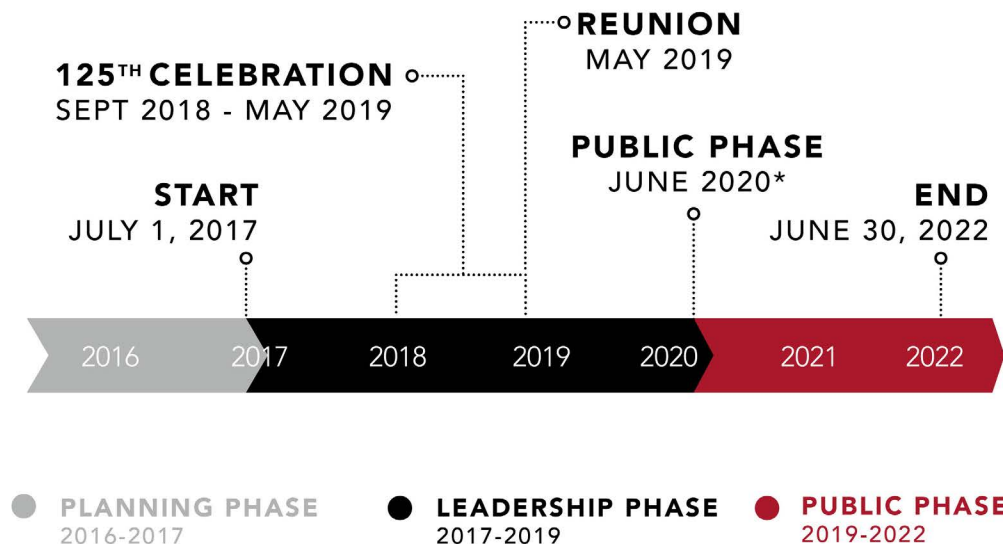


## Ideal Candidate Characteristics and Personal Qualities

### The successful candidate:

- Possesses excellent organizational and interpersonal skills with exceptional follow up.
- Is a highly collaborative leader with demonstrated experience leading an effective and innovative advancement team built on accountability and trust.
- Employs exceptional oral and written communication skills in a variety of settings with an array of constituent groups.
- Demonstrates abilities as a leader and strategic thinker who will be a strong member of an active and participatory boarding school leadership team.
- Shows an aptitude for financial management and is highly successful at fundraising.
- Is committed to diversity and the Pomfret School mission and values.
- Enjoys being engaged and highly visible within the community, and is highly accessible to colleagues and constituents.
- Is an intelligent, innovative, and inspiring team leader.
- Exhibits wise and consistently sound judgment.
- Displays personal warmth and the ability to build relationships with all constituencies, including the largest donors.
- Welcomes, engages and leads with a sense of humor.

## CAMPAIGN TIMELINE



\* Current projected date. The public phase of the campaign will launch at the discretion of the new Director of Advancement.





## Search Information

A search is underway to identify a new Director of Advancement by November 2019. The new Director of Advancement will ideally assume the position in early 2020, though no later than July 1, 2020. Pomfret School is a member of the National Association of Independent Schools in good standing and will follow NAIS Principles of Good Practice regarding the Director of Advancement search. The School has appointed a search committee to help conduct the search and has engaged a national executive recruitment firm, Educational Directions Incorporated, to assist the search committee.

Please direct all inquiries, applications, and nominations in confidence to:

**Dr. John Watson**  
Senior Consultant  
Educational Directions, Inc.  
[jwatson@edu-directions.com](mailto:jwatson@edu-directions.com)  
239-293-1124

*Candidates should express their interest by contacting the consultant and beginning the application process as soon as possible.*

Candidates should submit:

- A letter addressed to the search committee explaining their interest in the Director of Advancement position at the Pomfret School;
- A resume;
- A personal statement;
- The names, email addresses, and telephone numbers of five to seven professional references.

Search Calendar:

- Application Deadline – **Tuesday, October 15, 2019**
- Ongoing Semifinalist Zoom Interviews – **October 9 to October 23**
- Finalist on-campus interviews – **October 28 to November 6**