

**ORGANIZATION:** Canterbury School  
**POSITION:** Chief Advancement Officer  
**LOCATION:** New Milford, CT  
**WEBSITE:** [www.cbury.org](http://www.cbury.org)  
**TO APPLY:** Please send resume and cover letter to [CanterburyCAO@pbrsearch.com](mailto:CanterburyCAO@pbrsearch.com).

## **BACKGROUND**

Founded in 1915 and guided by its Catholic heritage, Canterbury is a college preparatory, coeducational boarding and day school for students in grades 9-12 serving 320 students. The school prides itself on creating a community based on its five values—honesty, respect, compassion, spirituality, and self-reliance—in which students and faculty forge lasting bonds and every student experiences a broad and challenging program in a small school setting. The school's educational environment fosters academic rigor, athletic development, artistic enrichment, and spiritual growth that prepare students for success at leading colleges and universities and in life. With its rigorous and humane approach to students, both in and out of the classroom, Canterbury's program fosters vital intellectual and ethical habits of mind. Canterbury sees all students as individuals, encourages them as necessary, challenges them as appropriate, and inspires them to become moral leaders in a complex, secular world.

In 2016, the board appointed Rachel Stone as Canterbury's first female, non-Catholic head of school. She is a strategic, dynamic, effective, and engaged leader who seeks an equally excellent partner to drive the creation of a best-in-class advancement office and team.

## **POSITION**

The chief advancement officer will lead a team of seven professionals responsible for building a robust, sustainable annual fund and effectively engaging with close to 5,000 alumni in the United States and abroad. In addition, the chief advancement officer will work closely with the head of school, the board chair, the advancement committee, additional trustees and volunteers, the associate head of school for operations, and the advancement team to complete the school's recently expanded \$90M capital campaign. Launched in 2015, the campaign supports the endowment and the revitalization of the hilltop campus. By increasing its invested assets and creating a more centrally oriented campus, Canterbury will be better able to deliver on its promise of providing young people with strong academic preparation within a community that inspires and celebrates moral values and service to others.

At the highest level, the chief advancement officer will be a strategic thinker with the ability to understand and ensure that the various streams of development and alumni work reinforce, amplify, and leverage one another. The chief advancement officer will have the ability to interpret and synthesize information and use that synthesis to strategically set goals and calibrate priorities. As a member of the senior leadership team, the chief advancement officer will be a thought partner for the head of school and the board, effectively providing information and advice to ensure that their time and effort are being deployed for greatest impact. This person will be both an excellent frontline fundraiser as well as a leader in developing strategy and infrastructure.

This person will guide the advancement staff in developing strong relationships with Canterbury leadership, alumni, parents, and other key stakeholders, with a goal of solidifying their collective work. The ideal candidate will be a strategic and thoughtful manager, an effective communicator, and an experienced builder of teams and programs. This is an opportunity to partner with a dynamic head of school and committed board of trustees in defining and shaping a stellar advancement program.

## **RESPONSIBILITIES**

- Lead, manage, and develop staff, creating a culture of continuous improvement, collaboration, and high achievement; ensure that staff professional goals are taken into account as organizational goals are established and met.
- Ensure that staff are trained in and adhere to best practices in fundraising so that they can consistently produce extraordinary results aligned with Canterbury's values, mission, vision, and strategic plans.
- Manage a portfolio of top prospects and donors; cultivate, solicit, and close major gifts, engaging in substantial travel as needed.
- Develop and, with the advancement team, implement a plan to effectively engage alumni and parents in order to achieve aggressive annual and capital goals, thereby generating significant revenue in support of the school's priorities.
- Serve as a trusted advisor to the head of school, collaborating with her on high-level solicitations across all gift types; ensure that she is appropriately engaged in development and alumni engagement activities and that her time is respected and leveraged for maximum results.
- Proactively engage the board (particularly the chair and advancement committee), other volunteers, and parents in fundraising efforts, strategically using their time and energy to achieve the greatest impact; be a trusted, welcome, engaging partner to the board, supporting their work and acknowledging their deep commitment to the school.
- Ensure that top donors feel appreciated and appropriately engaged at the highest levels of the school, facilitating their connections with senior administrators, faculty, students, and alumni.
- Serve as the fundraising expert and thought leader on the senior leadership team, providing the fundraising and alumni affairs perspective across the various departments of Canterbury.
- Become an engaged and knowledgeable member of the Canterbury community to facilitate relationship-building and increase awareness of present and future priorities.

## **QUALIFICATIONS**

- At least ten years of progressively responsible fundraising leadership and management experience, preferably in a school or college setting
- Sophisticated personal presence, superior interpersonal skills, and a high level of emotional intelligence, with a proven ability to successfully engage with a variety of stakeholders, ranging from CEOs in Fortune 100 companies, parents, and alumni in formal settings to trustees, school leadership, faculty and staff, students, parents, and alumni in the classroom, on the field, or at a fine arts performance
- Demonstrated success in developing parent, alumni, and volunteer programs that result in robust, sustainable fundraising and engagement
- Significant experience as a frontline fundraiser with cultivating, soliciting, closing, and stewarding major gifts at the five- and six-figure levels
- Excellent written and verbal communication skills
- Ability to engage in substantial travel throughout the United States and internationally, as needed, to meet with current and prospective donors, and attend donor cultivation events
- Proven success in administrative leadership, managing budgets, personnel, staff development, and communications
- Bachelor's degree required; advanced degree preferred