



Greens Farms Academy
Director of Advancement and Community Relations
for July 2012

Greens Farms Academy (www.gfacademy.org) is a college preparatory coeducational day school in Greens Farms, CT (part of Westport), enrolling 685 students in grades K-12. Founded in 1925, GFA'S mission is to guide students through a rigorous course of study encompassing academics, art and athletics. In a supportive community built on trust, the school gives students the opportunity to become critical, independent and creative thinkers and encourages them to explore particular passions that will sustain them throughout their lives. GFA believes a diverse school environment enriches learning, creates respect for differences and prepares students to become socially responsible leaders. By practicing good citizenship, demonstrating moral character and actively engaging in community service, the students embody the school motto, "*Quisque Pro Omnibus*" - Each For All.

Greens Farms Academy (GFA) is a school that has continued to enjoy strong enrollment and strong support. GFA's endowment is \$30M+. The annual fund raised \$1.5M in 2010-2011, with 83% participation from current parents. This year's goal is \$1.65M. While the school's leadership is currently engaged in conversations determining strategic priorities in the coming years, the school continues to move forward in a number of important areas. GFA implemented a well-received World Perspectives Program in the 2010-11 school year and a recently completed campaign for outdoor athletic facilities has added new fields, tennis courts and parking.

The Position

GFA seeks an enthusiastic, experienced advancement professional to partner with the Head of School and Board of Trustees as a strategic and tactical partner in continuing to strengthen the School's advancement efforts. The successful candidate will have direct experience with capital campaigns and major gifts and will enjoy managing an experienced staff of six and serving as a key member of the School's Administrative Council. He or she will thrive in a school community that values strong relationships. The successful candidate will have the opportunity to be an important part of long-range planning conversations to explore and determine future funding initiatives and priorities that may include endowment, a performing arts center, additional classrooms, squash courts and indoor athletic upgrades.

This is a high profile position requiring someone who can build good will and collaboration amongst all constituencies. The successful candidate will be energetic, positive and motivated and will serve as a compelling ambassador for the mission of the school. He/she will have a track record of successful leadership and front-line fund-raising.

Responsibilities

The Director of Advancement & Community Relations will manage and coordinate all aspects of the advancement program and direct overall office planning by:

- Working closely with the Head of School and Trustees, especially the Advancement Committee, to develop and implement short and long-term goals for annual and capital giving
- Providing leadership, inspiration and oversight of the advancement staff and programs (annual, capital, endowment, communications, alumnae and parent events), establishing individual and team goals and conducting yearly performance reviews
- Developing strategies for identifying, cultivating and stewarding individual donors—and be an astute and comfortable relationship builder and leadership gift solicitor
- Serving as the lead member of the team that comprises alumni relations, communications and advancement
- Directing office planning and interacting with the community with a broad understanding of the goals of the School and advancement office
- Serving as an enthusiastic, articulate ambassador for GFA.

In addition, the Director of Advancement & Community Relations will serve as a key member of the Administrative Council, working closely with other senior administrators.

Qualifications

The ideal candidate will have independent school and capital campaign experience and will be an individual who:

- Is committed to GFA's mission and will be a comfortable, engaged and visible member of the GFA community
- Has a successful track record as a strong relationship builder
- Is a successful manager of staff and volunteers
- Translates goals into action-plans and successful outcomes
- Is both an inspirational leader and a strong member of a team who demonstrates vision and an interest in being involved in strategic planning
- Possesses superb communication skills as a writer, speaker and listener
- Is organized, analytic, strategic, creative and good humored
- Is knowledgeable and experienced with all aspects of a successful major gifts program.

This is a great opportunity for an individual with strong people and advancement skills to join a highly respected, successful independent school where the opportunities to be involved in the larger school community are encouraged and welcomed.

All inquiries will be treated confidentially. Interested individuals should send a letter of interest and resume electronically to:

Jane Foote or Bill Lyons

Independent Thinking

it@independent-thinking.com

617-332-3131