



**Director of Institutional Advancement
Kingswood Oxford School
West Hartford, Connecticut**

Kingswood Oxford School, KO, (www.kingswoodoxford.org) is a coeducational, college preparatory day school serving 510 students in grades 6-12. KO seeks a Director of Institutional Advancement beginning July 2018 or earlier to provide leadership for the school's comprehensive fundraising programs.

The Director of Institutional Advancement (DOIA) is a member of the senior administrative team and reports directly to the Head of School. The DOIA leads, manages and directs a staff of seven. The school's fundraising efforts have demonstrated significant forward momentum over the past several years. The annual fund surpassed its \$1M goal last year with 100% participation from trustees, faculty and staff and 65% participation from current parent; \$1.2M is this year's goal. The school's annual budget is \$19M, and KO has a healthy endowment of \$25M. KO has a strong foundation to support its plans for a capital campaign.

KO provides a multifaceted education that actively prepares students to be global thinkers, communicators and leaders prepared to meet the challenges, complexities, and opportunities of the 21st century. At the heart of the program are accomplished teachers, coaches, and advisors who support, challenge, and motivate students. The school fosters a strong partnership among faculty, parents and students, which nurtures intellectually curious, independent thinkers and lifelong learners.

The essence of the school is well-captured by the school's Mission Statement: *Kingswood Oxford inspires students to excel and to lead lives of integrity and involvement by nourishing their talents in a community of teachers, friends and families*" and Core Values:

- *Demonstrate honesty, integrity and respect*
- *Learn with passion and perseverance*
- *Embrace intellectual curiosity*
- *Care beyond self*
- *Take personal responsibility*
- *Work hard, take risks, become involved*

Now in his twelfth year as Head of School, Dennis Bisgaard will be leaving KO as the end of the school year to join a global educational startup. Under Dennis' leadership, the physical transformation of Kingswood Oxford has been remarkable. The improvements include a renovated and expanded dining hall, new turf athletic fields, the Chase Tallwood Science, Math and Technology building, and renovation to the Roberts Center, College Advising and Student Center Suites, and the Field House. The school is well poised for a smooth transition.

The Position

This is a wonderful opportunity to partner with KO's leadership in a period of great promise and growth for the institution. The new Director will have the opportunity to consider the roles and responsibilities of the office staff in order to best accomplish future program priorities and goals.

The DOIA will be an accomplished , authentic, and enthusiastic fundraiser who will provide primary strategic direction for the advancement program and will serve as principal advocate and ambassador in all advancement matters. In addition to managing the alumni and development staff, the Director will directly participate in the identification, cultivation, and solicitation of capital and major gifts, and spearhead all frontline fundraising activity. The successful candidate will need to articulate and advance a compelling vision for Kingswood Oxford's future with clarity and passion.

Roles and Responsibilities

KO's Director of Institutional Advancement will provide the strategic planning and oversight for the school's alumni, parent and advancement programs, working closely with the Head of School, trustees, staff, and volunteers to motivate, educate, and inform the community of advancement goals. The ideal candidate will be an individual who has strong experience, preferably in an independent school setting. He or she will embrace KO's mission and community with enthusiasm, serving the school as an inspiring and authentic ambassador. In addition, KO's Director will possess:

- Demonstrated success as a relationship builder
- Contagious goal orientation with a track record of success and true enjoyment of front line fundraising, participating in and managing the identification, cultivation, solicitation and stewardship of prospects and donors
- Knowledge and experience building effective programs, with the ability to be creative and innovative in engaging alumni and current parents
- Strong strategic, analytic, organizational, and technology skills
- Envable leadership, management, and organizational skills effectively engaging and inspiring others, including staff, colleagues, volunteers, Board members and the Head of School in support of advancement efforts
- Ideally, capital campaign experience
- Excellent communication and listening skills
- Authentic people skills, resiliency, and a sense of humor.

This is a great opportunity for an individual to join a highly respected independent school and take a key leadership role in enhancing the school's advancement programs. Kingswood Oxford School offers a dynamic and supportive work environment, a competitive salary and a generous benefits package, including a retirement plan, paid vacations, and medical insurance.

For Consideration

Interested individuals should submit a current resume and a letter of interest to:

Jane Armstrong or Bill Lyons

Independent Thinking

it@independent-thinking.com

617-332-3131

Inquiries will be treated confidentially and review of candidate files will begin immediately.

Kingswood Oxford School provides equal employment opportunity without regard to race, color, sex, age, disability, religion, national origin, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, political belief or activity, status as a veteran, or any other status protected by law.