



Chief Advancement Officer  
The Hotchkiss School  
Lakeville, CT  
<https://www.hotchkiss.org/>

*Send Nominations or Cover Letter and Resume to:*

Gretchen Dwyer  
Senior Consultant  
617-262-1102  
[gdwyer@LindauerGlobal.com](mailto:gdwyer@LindauerGlobal.com)

## Introduction and Opportunity

---

The Hotchkiss School, one of the country's great boarding schools, is an independent school located in Lakeville, CT. Founded in 1891, the school provides an education of distinction in every way to 600 students, of whom 16% are international, 36% are U.S. students of color, and 33% receive financial aid, in grades 9 through 12 and to a small number of postgraduates. Students come to Hotchkiss from 6 continents, 35 countries, and 32 states, and graduates attend many of the most selective universities and colleges. Hotchkiss is guided by the School's mission, values, and priorities, which were recently updated and appear here: <https://www.hotchkiss.org/our-school/mission-statement>



Hotchkiss is poised for the extraordinary under the steady leadership of the members of the Board of Trustees and Head of School Craig Bradley. The Hotchkiss community is guided by bold strategic priorities, which include raising the percentage of students receiving financial aid from 33% to 51% by 2028; hiring and retaining the country's top faculty; integrating more experience-centered, project-focused, and place-based learning into a highly innovative curriculum, and continuing to distinguish Hotchkiss as the leader in residential education. Detailed information on the strategic priorities appears here: <https://www.hotchkiss.org/our-school/strategic-priorities>

The school enjoys a thriving tradition of philanthropy and has received more than \$185 million over the past 10 years with a record high \$25 million raised in fiscal year 2017. The Hotchkiss Fund raises more than \$5.5 million annually. This tradition of philanthropy paired with high levels of alumni and parent engagement position Hotchkiss well for success in the forthcoming comprehensive fundraising campaign — the first in more than 25 years.



At this pivotal moment in the School's history, the Board of Trustees (please see here for more information on the Board: <https://www.hotchkiss.org/our-school/leadership>), Craig, and the Hotchkiss community are seeking a highly knowledgeable and experienced fundraiser and manager with a demonstrated passion for secondary education and the critical role development and alumni relations play in supporting its mission. This opportunity is ideal for a high-energy, experienced, intelligent, and thoughtful development leader.

Alumni, parents, and community members provide loyal support of the School's mission and priorities through gifts to The Hotchkiss Fund as well as high-priority capital and endowment projects, and the next



Chief Advancement Officer will build a robust and thriving major and planned giving program from this strong foundation of annual giving and lead the community through a historic and comprehensive campaign. The Chief Advancement Officer will be an outgoing ambassador for development and its essential role in the life of a school and will bring strong experience in partnering closely and seamlessly with the Head of School, trustees, faculty, administrative colleagues, and Alumni and Development Office colleagues.

## Position Overview — Chief Advancement Officer

---

The Chief Advancement Officer will provide strategic vision, innovative leadership, and clear direction for all development and alumni relations programs. S/He will be an enthusiastic, thoughtful, and organized professional who leads by example and empowers the members of the Office of Alumni and Development.

Reporting to the Head of School and serving as a member of the senior leadership team, the CAO will lead all aspects of the development and alumni relations office including annual, major, principal, and planned giving programs; alumni and donor relations; advancement services; stewardship; events; and prospect research and provide oversight and management of the office budget. S/He will launch systematic initiatives to identify and cultivate the next generation of donors to Hotchkiss while maintaining and strengthening ties to existing donors, seek out with determination new philanthropic opportunities, and create a strong and consistent message about Hotchkiss to its constituencies.

The ideal candidate will possess strong leadership and people-management skills as well as a keen understanding of best practices in fundraising and have a proven ability to meet objectives with a record of accomplishment. The candidate will be a professional of the highest integrity and will seek to bring out the best in the members of the team and everyone involved in development and alumni relations activities. The successful candidate will possess extraordinary communication skills and be an open, achievement-oriented professional. The individual should have a collegial, team-building style with a track record of motivating staff to keep them engaged, energized, and focused on results. S/He will create a professional work environment that rewards individual and collective success while building confidence in the individual team members.

S/He will have 15 years of advancement experience and five to seven years of experience managing a 10-plus person team. S/He will have been closely involved with \$100 million-plus campaigns and have a demonstrated track record of successful partnership with a Head of School (or equivalent) and members of a sophisticated and experienced Board of Trustees.

The Hotchkiss School is eager to consider applications from groups traditionally underrepresented in independent school communities.

### ***Major Functions and Responsibilities:***

- Assess the fundraising potential and serve as architect and builder of a strategic, cohesive, and systematic fundraising program to broaden and strengthen development and volunteer/donor/alumni/parent relations activities;
- Set clear direction and priorities for a staff of approximately 20 fundraising professionals and lead with enthusiasm, warmth, and expertise. Promote excellence through well-defined and measurable goals and inspire and motivate staff by fostering a work environment that rewards new ideas and risk taking, builds confidence, and encourages team-based efforts;
- In partnership with the members of the Board of Trustees and the Head of School, design and lead the upcoming comprehensive campaign in support of top priorities and all related and supporting programs;
- Partner with and guide the Head of School's engagement with donors; ensure that he is well briefed and that his time spent is highly productive; and
- Serve as a member of the senior leadership team and as an ambassador for the Alumni and Development office to the community promoting understanding of the work of the office and working to engage the whole of the Hotchkiss community in fundraising and alumni relations activities.

*The Hotchkiss School does not discriminate on the basis of age, sex, religion, race, color, sexual orientation, or national orientation in the administration of its educational policies, athletics, or other school-administered programs, or in the administration of its hiring and employment practices.*

## Leadership:



**Craig W. Bradley**  
**Head of School**

Craig Bradley began his tenure as the 15th Head of School in July 2016. Information about the members of Craig’s administrative leadership team appears here: <https://www.hotchkiss.org/our-school/leadership>.

Craig attended Dartmouth College, where he received his Bachelor’s degree in English cum laude. Craig received the St. Andrew’s Society of New York Scholarship, and attended the University of Edinburgh, where he received his master’s degree in English in 1983.

Craig returned to Dartmouth as an Assistant Dean and Class Dean. In 1990, Craig was appointed the Dean of Students at Kenyon College in Gambier, OH, where he led the Student Affairs division of the College. A call to serve as Dean of Student Affairs at Bowdoin College led him back to New England, settling in Brunswick, ME. The focus of Craig’s work and the work of his team at Bowdoin was to build community at a time when the College was struggling to evolve and meet the needs of a changing student body. Craig was firmly committed to building a residential learning community that was inclusive and that celebrated the many different cultures, backgrounds, and perspectives reflected on campus.

What began as a voluntary engagement while at Bowdoin became the focus of his professional life for the next decade: working with the Aga Khan Development Network to plan and begin building a network of boarding schools in diverse areas of the developing world. In 2006, Craig and his family moved to Paris, France, where he led the program design and implementation of the Aga Khan Academies — a network of residential International Baccalaureate schools being built to provide high-quality education to girls and boys from diverse backgrounds who possess unusual academic and leadership potential.

Craig and his wife, Dr. Elizabeth Webb, Instructor in Biology, have two daughters, Anna (25) and Laura (22).

## Overview — The Hotchkiss School

---

In the late 1800s, at the crossing of two country roads in Lakeville, CT, sat an expanse of land known for its beauty and commanding views. On these 65 acres, which consisted of open fields and a few houses, Maria Harrison Bissell Hotchkiss chose to found The Hotchkiss School. Today, that original gift of land anchors an 827-acre campus with academic and residential buildings, playing fields and green lawns, a working farm, the deepest freshwater lake in Connecticut, and lovely vistas of the



Berkshire mountains. Hotchkiss is by design a medium-sized school in a large-school setting — a setting located in an area designated by The Nature Conservancy as one of 200 “Last Great Places.” Through more than a century's experience and changing times, Hotchkiss has remained steadfast in its mission: to provide an educational experience that is challenging yet supportive, broad but well informed.



With the guidance of then-president of Yale University, Timothy Dwight, Maria Hotchkiss established the School in 1891 to prepare young men for Yale. Since then, Hotchkiss has become coeducational, grown in size and scope, and established itself as one of the premier secondary schools in the country. Primarily a boarding school, 96% of students live on campus.

The Hotchkiss School is an accredited member of the following organizations and affiliations: Connecticut Association of Independent Schools, Council for the Advancement and Support of Education, Cum Laude Society; Educational Records Bureau, National Association of Independent Schools, New England Association of Schools and Colleges, The Round Square Conference of Schools, and Secondary School Admission Test Board.

## ***Academics:***

Hotchkiss offers a classical education, finding strength in a traditional approach that has stood the test of time. It is committed to cultivating curiosity, excellence, and creativity. Hotchkiss students learn how to take risks, fail, persist, and succeed. The average class size is 12, and the learning environment is interactive and inclusive. In every class, students share their opinions. They speak up. They disagree. They learn from their teachers — and from one another.

With more than 200 courses in seven departments, Hotchkiss's [academic program](#) offers a breadth and depth of study most students will not experience until college. Guided by thoughtful, engaged instructors, students push themselves intellectually and form deep bonds with their classmates — whether they're discussing environmental issues, examining global trends, or analyzing literature. Hotchkiss students develop clarity of thought, confidence and facility in expressing ideas, and artistic and aesthetic sensitivity. Graduates leave Hotchkiss with a commitment to public service and environmental stewardship, informed by a greater understanding of themselves and their role in a global society.

Since Hotchkiss's founding days, writing has been an essential part of the curriculum. At every grade level, in every discipline, instructors instill in students the importance of writing with clarity and precision. Students learn how to harness the power of language to craft arguments and express a point of view — whether they're presenting conclusions in a lab report or analyzing a work of literature — and they leave Hotchkiss with the ability to write clear, comprehensible prose.



As a learning community, Hotchkiss encourages students to "put themselves in the way of opportunity." The School's goal, quite simply, is to prepare young men and women from around the globe to live responsibly and resourcefully in a world with fluid boundaries. Hotchkiss teaches self-discipline and initiative, openness, and a generosity of spirit towards others. All members of the community, in and out of the classroom, are expected to subject their views and actions to critical examination and to accept responsibility for them. As its

students continue on to college and with their lives, the benefits of a Hotchkiss education resound again and again. Graduates leave Hotchkiss with a commitment to service to others, to environmental stewardship, and with a greater understanding of themselves and of their responsibilities in a global society.

## ***Faculty:***

Hotchkiss [faculty](#) are committed to helping students develop a range of academic and interpersonal skills, nurturing curiosity, and fostering honor and integrity. Instructors at Hotchkiss view teaching as a craft, which they continuously hone. In addition to their role in the classroom, faculty members play a vital part in community life, serving as coaches, dorm heads, advisors, and mentors.

## ***Arts:***

Through the [arts](#), one can find a means of expression and communication and develop creative literacy. All Hotchkiss students have opportunities to study music, visual art, theatre, photography, film, related media, and dance, whether as a serious discipline or a newfound interest.



## ***Co-Curricular:***

When classes end for the day, all Hotchkiss students participate in an organized sport or activity, called a [co-curricular](#). The co-curricular experience is different from clubs or student organizations, because it immerses students in a structured team activity — whether it's playing a sport, acting in a school production, or getting hands-on experience at Fairfield Farm. The daily commitment means that students explore their chosen interest in more depth.

## ***Beyond the Campus:***

Each year, nearly a quarter of Hotchkiss students take advantage of [opportunities](#) to learn in the world beyond campus. Faculty-led travel programs, school exchanges, international student conferences, and service projects with other schools prepare its students to live and work as global citizens. Membership in Round Square, School Year Abroad, the Global Education Benchmarking Group, and the Confucius Classroom connect Hotchkiss to schools and people across the globe. The School is fortunate to have 14 funds to ensure access to these opportunities for all of its students.

## ***Fairfield Farm:***



Located a mile from campus, the 287-acre [Fairfield Farm](#) is a unique resource for students and teachers alike, who come to the Farm to get hands-on experience in organic, sustainable agriculture. The Farm supplies 30% of the produce used in the dining hall during the fall semester and 7% of the overall produce procured for the academic year. Along with the Farm itself, the Grange and the Mary Graf Barn provide spaces for outdoor classes and School events.

## **Location**

---

### ***Lakeville, CT:***

Located in Lakeville, which is less than two hours from midtown Manhattan and 20 minutes from the train to New York City, the Hotchkiss School sits on 827 acres of woods, fields, and farmland in the midst of the scenic Berkshire-Taconic region — a place the Nature Conservancy calls “one of the most extraordinary landscapes in the Northeast.” The School's state-of-the-art facilities, combined with these surroundings, make Hotchkiss an extraordinary place to live and learn. Please click [here](#) to learn more about the [Hotchkiss campus](#).



Lakeville and its surrounding towns are home to the highly rated Salisbury Central School, Indian Mountain School, and Salisbury School, and additional distinguished independent and public schools are within a 30-minute drive. The area is rich with state parks, waterfalls, hiking trails, ski trails, and resplendent beauty.

## ***Background Checks:***

Prior to submitting your resume for this position, please read it over for accuracy. Lindauer does verify academic credentials for its candidates, and Hotchkiss will conduct background checks prior to finalizing an offer.

**To learn more, call  
Gretchen Dwyer, Senior Consultant at  
617-262-1102  
or send nominations or cover letter and resume to  
[gdwyer@LindauerGlobal.com](mailto:gdwyer@LindauerGlobal.com).  
All inquiries will be held in confidence.**



LINDAUER  
420 Boylston Street, Suite 604, Boston, MA 02116  
617-262-1102  
[www.LindauerGlobal.com](http://www.LindauerGlobal.com)