



# BUCKINGHAM BROWNE & NICHOLS SCHOOL

Chief Advancement Officer  
Buckingham Browne & Nichols School  
Cambridge, MA  
<https://www.bbns.org/about>

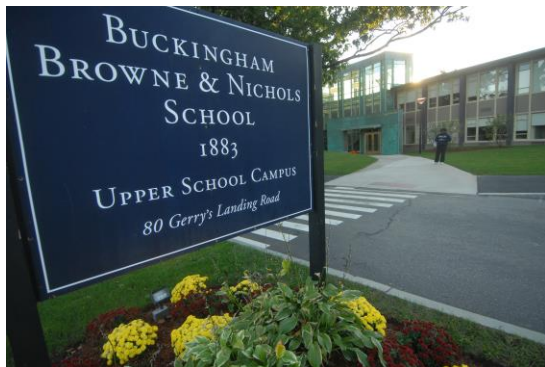
*Send Nominations or Cover Letter and Resume to:*

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## Introduction

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Located in Cambridge, Massachusetts, Buckingham Browne & Nichols (BB&N) is a day school that engages boys and girls in grades pre-K (called beginners) through 12 in a rich and invigorating educational experience of the highest quality. The school excels at helping students discover their unique talents and passions, and develop them to the fullest.



The curriculum is challenging, forward-thinking, innovative and flexible, designed to help qualified students from a range of backgrounds and with a wide spectrum of talents and interests reach new levels of accomplishment. Co-curricular opportunities in athletics, the arts, community service and other areas add important dimensions to students' learning.

Students learn on three age-appropriate and developmentally appropriate campuses. The Lower School (beginners through sixth grade) and Middle School (seventh and

eight grades) are a short walk from Harvard Square. The Upper School (ninth through 12<sup>th</sup>), on the banks of the Charles River, is about a mile away. At every grade, BB&N takes full advantage of the range of opportunities its location affords.

### ***The Opportunity:***

The Chief Advancement Officer (CAO) position is ideal for a thoughtful and strategic fundraiser and manager, eager to engineer a best-practices advancement program and manage a dedicated team of talented staff. The incoming CAO will bring a proven track record of leadership over: major gifts, experience closing six- and seven-figures; a passion for mentoring staff; designing and implementing benchmarks for measuring success for annual fund; creating strategies for volunteer engagement; and ensuring overall program maximization and growth.

With the head of school and Board volunteers, s/he will engage in strategic planning in preparation for the next campaign, design and execute major gift strategies for alumni/ae and parents, and collaborate across campus to build a cohesive communication plan. This leadership role will allow the incumbent to make a significant impact on philanthropy at BB&N, bringing best practices to one of the nation's most prestigious K-12 independent day schools.



## **Position Overview – Chief Advancement Officer**

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The Chief Advancement Officer (CAO) will report to the head of school and is responsible for the overall strategy and management of the Advancement program. The CAO will oversee alumni/ae engagement, parent relations and all other development programs and activities in support of the School's mission and goals. In partnership with the head of school, s/he will cultivate, solicit and steward donors and prospects capable of making gifts of six and seven figures to the school. The CAO will work closely with staff leaders to ensure coordination amongst all programs across three campuses.

### **MINIMUM JOB QUALIFICATIONS:**

Bachelor's degree and 10+ years of comprehensive development experience (last five years in a leadership role) is required. Must demonstrate experience or aptitude to succeed through team leadership and personal action, collaborating with colleagues within the office and across multiple campuses. The advancement professional must demonstrate the following:

- Success working with senior school leadership and Board volunteers to achieve strategic institutional fundraising goals;
- Extensive development experience, including a positive track record in major gifts fundraising and campaign management;
- Seasoned management and staff leadership;
- Strong alumni/ae and parent engagement knowledge; and
- Understanding of independent school culture and education.

This position requires excellent written and verbal communication and interpersonal skills, as well as the ability to take initiative and collaborate with others.

### **ESSENTIAL FUNCTIONS/PRIMARY DUTIES AND RESPONSIBILITIES:**

The successful candidate will bring experience and passion in the following areas:

- Defining strategy and overseeing execution for a sophisticated advancement program;
- Understanding of best practices in advancement, specifically major gifts, and successfully advancing through the stages of major gift solicitation; and
- A drive to develop staff to the greatest heights of achievement and professional success. The ideal candidate cares deeply about mentoring staff and working with volunteer leaders.

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

Demonstrated knowledge and experience with six-figure+ gift development, strategies to best engage alumni/ae and parent constituencies, and sensitivity to the role that gift planning, volunteering, and alumni/ae engagement play in a successful advancement program are required.

### **SUPERVISORY RESPONSIBILITIES:**

The CAO will oversee a team of direct reports, as well as administrative staff.

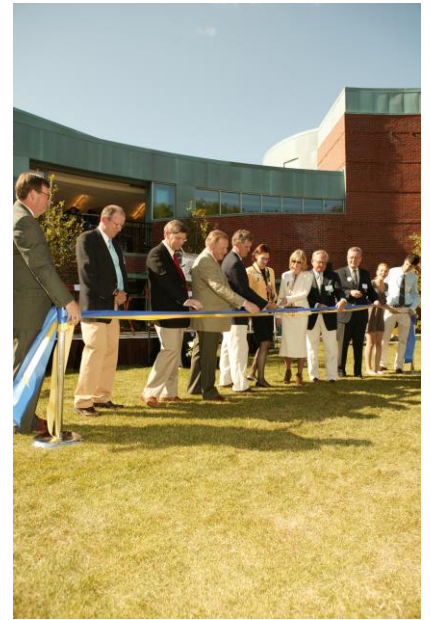
## **Advancement Overview**

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Three separate campuses, 150 teaching faculty, 250 total staff and specialists, 19 buildings and over 1,000 students, all make BB&N's case for support ripe for crafting.

The Advancement Office exists to serve the only beginner through 12<sup>th</sup> grade independent urban day school in the state. BB&N is one of the finest and most distinctive in the country because of the generous support of alumni/ae, parents, grandparents and friends. With an annual fund of almost \$3.5 million, an endowment of \$75 million and an alumni/ae participation rate of 15%, the growth potential is tremendous. Gifts help BB&N:

- Attract and retain outstanding faculty and students to create a vibrant learning community in the heart of Cambridge;
- Offer first-rate facilities and resources for teaching and learning, in and out of the classroom; and
- Provide financial aid to talented and qualified students who would otherwise be unable to attend.



Advancement revenue currently represents approximately 13% of the overall \$51 million operating budget with a goal of reaching 15% in the coming years. Every gift, no matter the size, makes a difference to today's BB&N students and faculty. And each gift is a vote of confidence in BB&N's future.

## Client Overview

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BB&N is a community of engaged learners and compassionate people who embrace the School's motto: "Honor, Scholarship, Kindness." This creates an environment where students become active citizens in the School community, and where they feel comfortable taking the kinds of intellectual risks that are vital to learning and growth.

BB&N has an eclectic student body with students from a wide range of backgrounds throughout the Greater Boston area. The diversity of interests, experiences, and perspectives that students bring to BB&N is one of the School's greatest strengths. They learn from gifted faculty and from each other as they embrace the challenges of a premier educational experience.

Students come to BB&N with intellectual curiosity and an eagerness to learn. They leave with a clearer sense of what's possible, well prepared for the next step in their lives, and with a very good idea of which direction to take.





## Grades B-6

The Lower School curriculum is designed to develop critical building-block skills while instilling confidence and a love of learning in its youngest students. In three different developmentally appropriate environments — one for beginners through Grade 1, one for Grades 2 through 4, and one for Grades 5 and 6 — students become strong readers and writers, develop mastery in mathematics and science, and learn about their own culture and other cultures in the social sciences. Students acquire a firm foundation for success in Middle School and beyond.



## Grades 7-8

On one level, Middle School at BB&N is about quadratic equations, irregular French verbs, and the coming-of-age travails of young Esperanza Cordero in *The House on Mango Street*. But on another, it's about digging into the weighty questions students are asking as they move through some of the most intense physical, emotional, and intellectual changes of their lives. Questions like "Who am I?" "Where am I going?" and "How am I going to get there?"

The Middle School academic program dovetails neatly with the developmental growth and unique challenges of students entering adolescence. Students take history, English, math, science, art, and a foreign language (French, Spanish, or Latin), and have increasing opportunities to tailor their learning to their own interests. The curriculum taps their growing capacity for critical thinking, their penchant for risk-taking, and their expanding awareness of self while exploring themes relevant to them during this fascinating time of life.

## Grades 9-12

The Upper School offers a broad array of options — some conventional, some not — with an exceptionally strong foundation in core, college-preparatory subjects plus electives across a range of compelling topics to match students' emerging interests. BB&N is future oriented and forward thinking — for instance, it offers Russian, Chinese, and Arabic, as well as more commonly taught languages. Students also have access to a number of school exchange or international travel opportunities to locales that include Paris, Moscow, Madrid, and Beijing. They can also study for a semester on the coast of Maine, in the city of Rome, or in the mountains of Colorado (or the Swiss Alps!).

BB&N's admission practices are quite selective with approximately 900 applications for 150 places. The

School currently has an enrollment of 1,003 total students, with 329 in the Lower School (grades B-6), 167 in Middle School (grade 7 & 8), and 507 Upper School (grades 9-12). The student body consists of 511 girls and 492 boys with 36% students of color and 84 towns of origin represented. The teacher/student ratio allows for enhanced levels of individual interaction: Upper School: 5.9 to 1, Middle School: 5.3 to 1, and Lower School: 6.7 to 1. Nearly eight million dollars in financial aid is provided to 23% of the student body (230 students) across all three campuses of the School. Graduates from the Class of 2017 entered 67 different colleges and universities.

BB&N has four libraries on its three campuses. Each campus uses the Follett Destiny Server, which allows web-based access to the entire school catalog. BB&N is a member of two library consortia — including a group of 14 independent schools in the Boston area that have merged their catalogs and loan books to one another — and currently subscribes to 14 online databases.



BB&N also has joined Global Online Academy (GOA), a consortium of over 50 leading independent schools throughout the U.S. and abroad that offers its students the opportunity to learn alongside peers across the country, as well as the world.

## ***History:***

Buckingham Browne & Nichols School was established in 1974, though its origins date back nearly a century earlier.

BB&N came into existence through the merger of two schools in Cambridge — the Browne & Nichols School, a school for boys founded in 1883 by one-time Harvard classmates George H. Browne and Edgar H. Nichols; and the Buckingham School, established six years later at the corner of Buckingham Street and Buckingham Place by Jeannette Markham, a transplanted Kansan who had come to Cambridge to study at what would later become known as Radcliffe College. Buckingham School (originally Miss Markham’s School) was coeducational at the youngest grades, and for girls only at the higher grades.



The two schools operated independently for decades, but were collaborating on theater productions and music concerts by the 1950s, and started offering joint classes in 1970. The formal merger that created Buckingham Browne & Nichols became effective on New Year's Day, 1974.

BB&N today offers a premier educational experience to boys and girls in grades beginner (pre-K) through 12 on three campuses united in the singular pursuit of educational excellence.

## **Leadership:**

**Jennifer Price**

***Head of School***

Dr. Jennifer Price was appointed by the Board of Trustees at Buckingham Browne & Nichols School as BB&N's fourth Head of School, starting on July 1, 2018. During her 20-year career in education, Dr. Price has established herself in the top tier of academic leaders in the Commonwealth. From 2015 to 2018, she served as Superintendent of North Andover Public Schools, overseeing a system comprised of eight schools and 4,800 students. Prior to that, Dr. Price was

principal for nine years at Newton North High School, where she led the 2,000-student high school through its transition to a new, 198-million-dollar facility. From 1999 to 2003, Dr. Price was a housemaster at Lincoln-Sudbury High School. In the late 1990s, she taught history and coached softball and field hockey at Maynard High School, where she was named Teacher of the Year two consecutive years. Dr. Price earned a



bachelor's degree in public policy from Princeton University, where she was also a starter on the field hockey team. She received her master's in educational administration from Boston College and a doctorate of education from Harvard University.

## **Location:**

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### **Cambridge, MA:**

BB&N has the good fortune to be in Cambridge, Massachusetts, and takes advantage of its enviable location. With three campuses within a mile of Harvard Square, the School is able to tap the wealth of



educational and cultural resources throughout the Greater Boston area. Among other local attractions, BB&N holds a 25-year partnership with the Museum of Fine Arts, which offers the opportunity for students, faculty, and staff to benefit from the museum's programs.

Cambridge enjoys an international reputation as a thriving intellectual center. Home to Harvard and MIT, it's a diverse, cosmopolitan city that's synonymous with academic energy and the life of the mind. And Boston is one of the globe's premier cities, home to world-class cultural resources and educational institutions. These cities have an osmotic effect on BB&N, contributing a distinctive educational vibrancy.



BB&N embraces Cambridge and Boston as vital parts of its extended "classroom." The School's students "adopt" trees in Longfellow Park and do ecology experiments in the Charles River. They use libraries at Harvard, visit science laboratories at MIT and Boston University, and create art projects at the Museum of Fine Arts. And they enjoy the many informal opportunities they have during their years at BB&N to simply walk into Harvard Square and soak up the ambience there.

### ***Background Checks:***

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



To learn more, call  
Faith Eutsay, Senior Consultant at  
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or send nominations or cover letter and resume to  
[feutsay@LLLSearches.com](mailto:feutsay@LLLSearches.com).

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