



POLYTECHNIC SCHOOL

Chief Advancement Officer
Polytechnic School
Pasadena, CA
polytechnic.org

Send Nominations or Email of Interest and Resume to:

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The Opportunity

The Chief Advancement Officer will lead fundraising and engagement efforts at Polytechnic School, an independent, coeducational college-preparatory school in Pasadena, California. Poly offers a broad curriculum in the liberal arts for students in kindergarten through grade 12. Founded in 1907, Polytechnic School was the first non-profit independent school in Southern California and enrolls approximately 870 students from diverse ethnic, racial, religious, and economic backgrounds. Poly is guided by the School's mission, vision, credo, and PolyHonor code, which were recently updated and can be found at <https://www.polytechnic.org/about/vision-and-mission>.

Poly enjoys a thriving tradition of philanthropy, having successfully raised over \$93M from 3,335 community members in the last campaign, completed in 2013. While tuition undergirds Poly's strong financial standing, philanthropy provides a level of ambition and creativity that allows the school to realize the heights of its aspirations. The Poly Fund raises more than \$4 million annually from over 2,000 alumni, family members, and friends of the school. This tradition of philanthropy paired with strong levels of alumni and parent engagement, position Poly well for even greater success, as the new Chief Advancement Officer leads the community through a historic and comprehensive campaign.



YouTube Video, *This is My Poly*

Reporting to the Head of School, the Chief Advancement Officer is an integral member of the school's leadership team and will also liaise with the Board of Trustees. The CAO will oversee a team of direct reports and all advancement functions to advance the school's mission. This opportunity is ideal for a highly knowledgeable and experienced fundraiser and manager with a demonstrated passion for K-12 education and the role philanthropy

plays in supporting its mission. This individual must possess superior communications skills, emotional intelligence, and have the ability to inspire and mentor staff and volunteers to support Poly's mission. The best-matched candidate will demonstrate integrity and maturity in the industry through proven campaign experience, strong leadership/management practice, and effective volunteer engagement at the highest levels.

Overview

The mission of Polytechnic School is to develop the intellect, talents, and character of each student in a community of learning dedicated to principles of academic excellence that values the uniqueness and dignity of each member and fosters personal responsibility and service to others. Poly is committed to honesty, justice, charity, and the pursuit of knowledge, and respects the dignity and worth of all human beings — their thoughts, their feelings, and their individuality. Seeking to celebrate the joy, the love, and the creativity that emanate from the human spirit, Poly encourages students to be contributing members of their families, their school community, and the world. The Poly community appreciates the cultural, ethnic, and economic diversity present in the Pasadena area and strives to reflect it. Members of the Poly community appreciate and learn from individual differences, foster the ability to disagree with civility, and embody courtesy and compassion.

In 1907, Polytechnic School became the first nonprofit, independent school in Southern California, enrolling 106 students in kindergarten through eighth grade. True to its name and to the educational philosophy of the day, Poly's curriculum emphasized both academics and manual arts — from English and math to sewing and woodworking. Fifty years after the school's founding, the decision was made to expand the educational program through the 12th grade. Today, Poly remains an ambitious, forward-thinking school community — one devoted not only to scholarship but also to the creative arts, the



camaraderie of team sports, the joy of service to others, and the welcoming spirit of friendship — on the historic campus and around the world.

Diversity of ideas, experiences, and identities within the school enriches the experience of everyone and inspires transformative teaching and learning. Poly celebrates and values the uniqueness of each individual in the community to fulfill the school's mission and vision. Read more about Poly's commitment to diversity, equity, and inclusion at <https://www.polytechnic.org/about/diversity-equity-and-inclusion>.

The Role

The Chief Advancement Officer (CAO) will provide strategic vision, innovative and creative leadership, and clear direction for all advancement programs. They will be an enthusiastic, thoughtful, and organized professional who leads by example and empowers the members of the Advancement Office. Reporting to the Head of School and serving as a member of the senior leadership team, the CAO will lead all aspects of the Advancement Office including annual and individual giving programs; alumni and community relations; advancement services; and stewardship; and provide oversight and management of the office budget. They will launch systematic initiatives to identify and cultivate the next generation of donors to Poly while maintaining and strengthening ties to existing donors, seeking out with determination new philanthropic opportunities, and creating a strong and consistent message about Poly 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. Consistent with the ideals of the Poly community, the candidate will be a professional of high integrity and will strive to bring out the best in the members of the team and everyone involved in advancement 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. They will create a professional work environment that rewards individual and collective success while building confidence in the individual team members. The best-matched candidate will be expected to understand Polytechnic School's history and feel comfortable leveraging its past to meet its ambitious future goals.



Polytechnic School is looking for an equity-minded leader who reflects the diversity of Southern California and who demonstrates a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in the school community. When an individual joins the team at Poly, they should be willing to contribute to a community that aspires to be inclusive, innovative, and equity-focused, which requires collaboration among faculty, staff, students, and families.

The ideal candidate will have minimally 15 years of cumulative advancement experience with at least five years in a comprehensive leadership capacity, including team management and frontline fundraising. The best prepared candidate will have experience soliciting and closing gifts through the seven-figure level. This individual will have directed or held a critical strategic position in multi-million-dollar campaigns and have a demonstrated track record of successful partnerships with top-level leaders and key volunteer stake holders. Experience in an independent school will add to candidacy strength.

Major responsibilities:

- Manage annual, endowment, and capital fundraising programs;
- Lead a team of advancement professionals in annual giving, leadership gifts, advancement operations, and development communications;
- Manage a major gift portfolio of 50-75 prospects;
- Inspire innovative and creative thinking around fundraising practices;
- Lead capital development efforts in support of strategic priorities, including comprehensive campaigns;
- Support the Head of School, Board of Trustees, and other leadership volunteers in soliciting major gifts;
- Staff the Advancement and Committee on Trustees committees of the Board and attend alumni board meetings;
- Provide strategic direction and ensure the resources required to deliver a best-in-class annual, endowment, and capital giving programs;
- Work with the Board of Trustees, CFO, and Head of School to develop long-range strategic plans;
- Provide leadership, foster initiative, ensure professional development, and provide clear feedback for growth to the advancement team;
- Passion in fostering diversity, inclusion, and social justice to promote a healthy work environment;
- Shape and advocate for strategic priorities that will help Polytechnic School remain future-focused and build upon its strengths and assets as a learning community;
- Attend school events as appropriate; and
- Performs other Advancement duties as assigned.

Minimum requirements:

- Bachelor's degree and a minimum of 15 years cumulative fundraising experience;
- Independent school fundraising experience preferred;
- Personal identification with the School's mission;
- Eagerness to engage within the school life;
- Experience leading a fundraising team in an accountable environment with performance metrics;
- Interest in the cultivation and mentoring of colleagues and stewardship of all departments;
- Experience with major gift solicitation and stewardship, both in a day-to-day and campaign environment;
- Ability to work efficiently under pressure, meet deadlines, and demonstrate strategic thinking all with a collaborative spirit and good humor; and
- Poise and possession of strong written and verbal communication skills.



Equal Opportunity Employer

In order to provide equal employment and advancement opportunities to all individuals, Poly will recruit, hire, train, and promote faculty and staff without regard to an individual's race, color, sex, gender identity, genetic information, sexual orientation (including heterosexuality, homosexuality and bisexuality), national origin, ancestry, citizenship status, uniformed service member status, marital status, pregnancy, age, medical condition and physical or mental disability (whether perceived or actual), or any other consideration made unlawful by federal,

state, or local laws. School policy also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Leadership



John Bracker, Head of School

Mr. Bracker became the Head of School for Polytechnic School on July 1, 2014, and prior to joining the Polytechnic community; John was the Head of School for Watkinson School in Hartford, Connecticut where he served for 14 years.

Mr. Bracker is a member of the Headmasters Association and the Country Day School Headmasters Association. Mr. Bracker is a member of INDEX which is comprised of collaborative groups from independent schools where data is shared to aid in decision-making, policy development, and strategic planning.

Currently, Mr. Bracker serves on four boards, PFS! Partnership for Success, the California Teacher Development Collaborative, The Center for Early Education, and the California Association of Independent Schools.

Mr. Bracker earned his Bachelor's degree from Haverford College, Haverford, Pennsylvania and his Master's degree from Harvard University, Cambridge, Massachusetts.

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 our clients frequently conduct background checks prior to finalizing an offer.

To learn more, call
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All inquiries will be held in confidence.



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