

Sidwell Friends

Assistant Head of School for Advancement

Sidwell Friends

Washington, D.C.

Bethesda, MD

<https://www.sidwell.edu/>

Send Nominations or Cover Letter and Resume to:

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The Opportunity:

The Assistant Head of School for Advancement (AHSA) will lead fundraising and alumni engagement efforts at Sidwell Friends School, the only pre-K–12 co-ed Quaker day school inside Washington, D.C. Founded in 1883, Sidwell Friends occupies a unique position in the areas independent school landscape. With more than 50% students of color, a list of notable and accomplished alumni, a discerning and committed parent body, and highly qualified and dedicated faculty and staff, Sidwell Friends is a dynamic, diverse, and demanding community that has embarked on the most ambitious capital and endowment campaign in the School's history. *Leading in the Light*, the institution's strategic plan, provides the architecture for this historic effort, setting forth priorities for the future: to unify two campuses on one site (beginning with the construction of a new upper school), provide unparalleled opportunities for teaching and learning, to inspire ethical leadership, and build enduring financial strength. In addition, the campaign will advance the School's historic and widely recognized commitment to environmental stewardship, supporting a master plan to achieve carbon



neutrality, contribute to local sustainability efforts, and build an environment that fosters wellness, supportive community relationships, and an unprecedented environment for learning.

The AHSA reports directly to the Head of School, leads a talented team of direct reports, and oversees all advancement functions. This individual must possess superior communications skills, resilience, and emotional intelligence, and have a demonstrated ability to inspire and mentor staff and volunteers to

dream big and stretch far in support of Sidwell Friends' mission and vision. The best-matched candidate will demonstrate maturity in the industry through proven campaign experience, strong leadership/management practice, and effective volunteer engagement at the highest levels, preferably in an academic environment and with a high degree of integrity. The successful candidate will have the ability to work in a fast-paced and diverse environment, one that requires humility, adaptability, focus, and a genuine interest in understanding and embracing Quaker values and the culture of the School.



This is an extraordinary time to be at Sidwell Friends, which has a diverse and talented Administrative Team that is deeply committed to serving the School and its mission. The Board of Trustees has invested in the advancement and communications teams, and, under the leadership of the Head of School, is eager to support the new AHSA during this transition. The Board is clear about institutional priorities and is highly and appropriately engaged in developing specific fundraising strategies that will meet the School's objectives and ensure that it will thrive for generations to come.

Overview

Sidwell Friends School is a dynamic educational community grounded in [Quaker traditions](#) and focused on the [joys of exploration and discovery](#). The School, the only pre-K to grade 12 Quaker school in the D.C. area, consists of a Lower School for grades pre-K through four on a five-acre campus in Bethesda and a Middle and Upper School campus in the heart of Washington, D.C. More than half of Sidwell's 1,155 students identify as people of color, and the School is committed to encouraging diversity of thought across all grade levels.



Diversity Statement

"Sidwell Friends School affirms the centrality of diversity and inclusion in all aspects of academic and campus life. Honoring a multiplicity of voices, we celebrate shared joys and address tensions productively. Together, we are guided by Quaker testimonies and seek to answer the question, 'How do we nurture a sense of belonging in our community and demonstrate our commitment to a just world?'"

—Board of Trustees, approved September 10, 2015

The School's [outstanding academic program](#) is overseen by its 257 faculty and staff members, 87% of whom hold advanced degrees in their fields. Throughout each class, students are encouraged to be reflective, empathetic, and thoughtful as they work collaboratively and independently. They also have access to tens of thousands of [library](#) books, [laptops, and iPads](#), as well as expert [college counseling](#) services.



In addition to its dedication to academics, Sidwell Friends is committed to fostering the values of [equity, justice, and community](#). Students in all grade levels discuss race, equality, and other social justice topics, and speakers and community events further enrich their study. Students can also join one of 18 related affinity groups and culture clubs or participate in a [service-learning experience](#). Through its [environmental stewardship](#) curriculum, the School extends its values of respect and the greater good of the community to our planet.

Sidwell Friends encourages students to explore their interests outside of the classroom. With more than [65 extracurricular clubs](#) to join and an [arts program](#) that puts on more than 50 music and performing arts shows per year, there are countless opportunities to get involved. [Competitive athletics](#) opportunities begin in seventh grade and include 16 sports at various levels. Teams have access to a comprehensive [strength and sports medicine team](#), with trainers attending home games and providing on-field injury care.



The Role



The Assistant Head of School for Advancement is responsible for all aspects of the School's fundraising operations, including annual giving, endowment and capital campaigns, major gifts, donor stewardship, alumni relations, and a variety of special events. This individual is the chief development officer of the School, serving as a member of the senior administrative team and reporting directly to the Head of School. The Assistant Head of School for Advancement also sits with the Board of Trustees and is an *ex-officio* member of the Board of Trustees' Governance Committee.

Key Responsibilities:

- Overseeing short- and long-term strategic planning and institutional initiatives pertaining to development.
- Identifying and cultivating individual and institutional donor prospects, as well as working with the Board on succession planning and prospective Trustees.
- Developing strategies for major donor solicitations and conducting/arranging such solicitations with/for the Head of School.
- Collaborating with the Chief Communications Officer on the development of all solicitation materials and online communications as well as a variety of development-related publications including the School magazine, donor newsletters, and annual report.

- Working with the Head of School and the Board to strengthen a positive culture surrounding philanthropy within the School community.
- Ensuring that alumni, parents, parents of alumni, grandparents, and other constituencies are knowledgeable about the current programs of the School and have opportunities to support the institution and remain involved in its future.
- Creating a program to optimize donor relations and stewardship in order to ensure ongoing donor engagement.
- Ensuring that School policies on fundraising and gift acceptance are fully met and implemented.
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- Ensuring robust data protocols and processes in order to create the most effective and efficient use of the CRM database and rigorously updated alumni records.
- Managing the department budget.
- Hiring, managing, and evaluating all School Advancement personnel.

Required Qualifications:

- 15-plus years of relevant experience in the field of development;
- Five-plus years in a leadership position with team management;
- Experience successfully supporting a campaign in a leadership capacity;
- Track record in board engagement and volunteer recruitment;
- Experience with or sincere willingness to understand and embrace Quaker values;
- Established successful track record of fundraising for an independent school or in higher education; and
- Bachelor's degree.

Desired Qualifications:

- Advanced degree preferred;
- Familiarity with D.C. philanthropic market;
- Excellent interpersonal and keen observation skills;
- Superior communication skills;
- Willingness to learn and study trends within community;
- High degree of emotional intelligence; and
- Ability to think strategically.

Leadership



Bryan Garman
Head of School

[Bryan Garman](#) began his tenure as Head of School in 2015. Before that, he was Head of School at Wilmington Friends from 2006 to 2015 and served for nine years in various roles at Sidwell Friends as a history teacher, department chair, director of the Summer Studies Program, Upper School principal, and Assistant Head of School.

Bryan has been a member of the governing boards of the National Association of Independent Schools and School Year Abroad. He has also served as a dissertation committee member in the School of Education at Johns Hopkins University and a University Appointed Mentor at the University of Pennsylvania's School Leadership Program.

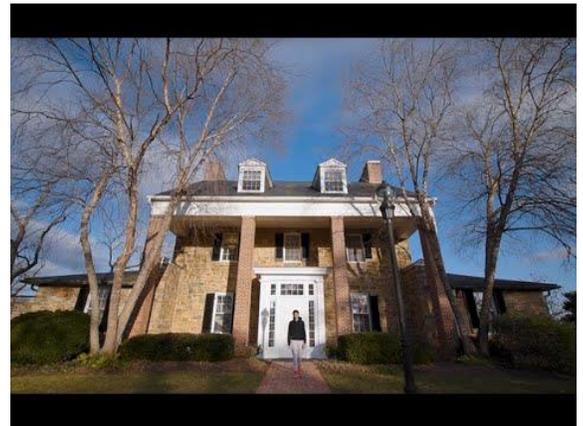
Bryan holds a doctorate degree in American Studies from Emory University and is the author of *A Race of Singers: Whitman's Working-Class Hero from Guthrie to Springsteen*. He is also a former graduate fellow at the Smithsonian Institution and the recipient of the Williams College Olmstead Prize for Excellence in Secondary School Teaching.

Development/Advancement Overview

Sidwell Friends is in the [leadership phase](#) of an estimated \$152 million capital campaign designed to meet the goals of its [strategic plan](#), which includes gifts to the Annual Fund, the once-in-a-generation opportunity to unify the campus, and the establishment of enduring financial strength through a bolstered endowment. The School plans to open a new [Upper School campus](#) in 2024 and relocate its Lower School campus to D.C. from Bethesda in a subsequent campaign.

The School's strategic plan also outlines the need for extensive campus renovations and the implementation of programs and events to strengthen collaboration; funds to recruit, retain, and empower teachers who can provide the best education possible; establishing programs and opening a center for ethical leadership; and boosting financial aid and diversity initiatives.

Sidwell Friends is particularly interested in increasing its \$60 million endowment, which provides \$2.7 million of revenue for the operating budget each year. Approximately 80% of the School's total annual \$60 million budget comes from tuition, with endowment and philanthropy support accounting for more than 10% of



[Video: Strategic Action Plan](#)

annual revenues. In [fiscal year 2019](#), the School received support from 2,719 donors, who gave a total of \$6.4 million, about half of which was given to the Annual Fund.

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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or send nominations or cover letter and resume to
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All inquiries will be held in confidence.



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