



## Executive Director of Leadership Giving 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, 16% of whom are international, 36% are U.S. students of color, and 33% receive financial aid, in grades nine through 12 and to a small number of postgraduates. Students come to Hotchkiss from six 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 Board of Trustees, Head of School Craig Bradley, and new Chief Advancement Officer Ninette Enrique. 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.

Hotchkiss is currently planning this historic campaign, and the Executive Director of Leadership Giving and the Leadership Giving team will play a key role in the campaign's launch, implementation, and success.

## Position Overview — Executive Director of Leadership Giving

---

### *Position Summary:*

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, Ninette, 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 an experienced major gifts fundraiser and manager who leads by example, resources team members with all they need to be successful, makes data-driven decisions, and brings intelligence, ambition, and kindness to the role. The appointee must have comprehensive campaign experience.

Reporting to the chief advancement officer, the executive director is a player/coach and will both oversee a portfolio of major gift donors and donor prospects and manage a team of five (three directors of leadership giving, the director of gift planning, and the director of prospect research and management).

The executive director will develop, manage, implement, and oversee strategies for the identification, cultivation, solicitation, and stewardship of approximately 100 current and prospective major donors, create individualized solicitation plans leading to major outright and deferred gifts of \$100,000+, and enable the three directors of leadership giving to do the same. This will include leading prospect management sessions and donor strategy meetings with the support of the prospect research and management team, gathering information from across campus on school and fundraising



priorities, and developing thriving lines of communication among the leadership giving team, the office, and the school community. The executive director must be a proven and skilled manager, using performance metrics to measure success and empower team members.

Finally, the executive director will be an outstanding colleague working closely with development colleagues, school leaders, faculty, administrators, and volunteers to identify prospective donors, cultivate relationships, solicit gifts, and provide thoughtful cultivation and stewardship in support of the School's highest goals and priorities.

## **Qualifications:**

- Bachelor's degree plus a minimum of 10 years' experience in nonprofit fundraising; a strong and demonstrated management and frontline fundraising track record in a comprehensive campaign setting is required;
- Experience setting and implementing a strategic development plan for soliciting, securing, and stewarding major and principal gifts, and demonstrated success in portfolio management, prospect qualification, moves management, analytics, and research;
- Proven leadership, managerial, and supervisory skills with a commitment to teamwork and with an ability to motivate direct reports, colleagues, donors, and volunteers; lead by example, drive results, and attract and retain outstanding talent;
- Superior communications and strategic skills, and a strong grasp of industry best practices;
- Must be skilled in using performance metrics to drive both individual and team success in major gifts;
- Must be able to travel regularly and work flexible hours, when needed, including weekends and evenings;
- Must have a demonstrated ability to think strategically and creatively, make data-driven decisions, work well under pressure, and manage details of several concurrent projects, and
- Must possess a personal and professional confidence and have a sense of humor and empathy toward others.
- Knowledge of Raiser's Edge/RE NXT is preferred.

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

*The Hotchkiss School does not discriminate on the basis of age, gender, religion, race, color, sexual orientation, gender identity, genetic information, disability, or national or ancestral origin in the administration of its educational policies, scholarship and loan programs, athletic, and other School-administered programs, or in the administration of its hiring and employment practices.*

*The Hotchkiss School is a tobacco-free environment.*

## ***Leadership:***



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

Craig W. 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).



**Ninette Enrique**  
***Chief Advancement Officer***

As Chief Advancement Officer, Ninette leads the strategic and operational vision for the Alumni and Development Office, including an ambitious campaign that enables the School to achieve the broad strategic priorities of expanding access and strengthening community at Hotchkiss. In this role, she works closely with the Head of School, the Alumni and Development team, the Board of Trustees, and alumni and parent volunteers, as well as faculty and staff to build upon Hotchkiss connections and inspire philanthropic investment in the School and its mission.

An accomplished and respected advancement leader, Ninette joined Hotchkiss in February 2020 from St. Luke’s School in New Canaan, CT, where she had served as Director of Development since 2003. In that role, Ninette directed key operational functions including capital campaigns, major giving, annual giving, alumni and parent relations, development communications, planned giving, and prospect research. She is praised for establishing a collaborative office culture that is both mission and results driven. More than 81% of total contributions received in St. Luke’s 91-year history were given during her 17-year tenure.

Prior to joining St. Luke’s School, Ninette held advancement positions at both the Boys & Girls Club of Greenwich and the East Asian Institute of Columbia University. Ninette has an impressive track record of success as a fundraiser and as a builder and mentor to strong teams. She holds a B.A. in English with minors in Political Science and Japanese Studies from Williams College, where she played field hockey and lacrosse. She completed her M.A. in History at the Graduate School of Arts & Sciences, Columbia University, and completed an East Asian Institute Certificate from Columbia University’s School of International and Public Affairs.

## **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.



***Setting the Standard in Nonprofit Talent***

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