



# SAN DOMENICO SCHOOL

## San Anselmo, California

### Director of Advancement

### Fall 2016

[www.sandomenico.org](http://www.sandomenico.org)





### *Vision*

At San Domenico, an exceptional education requires not just academic excellence but also meaning and purpose. We provide a character-driven, Kindergarten through Grade 12 Independent School education, leading the way in redefining the metrics of achievement, graduating inspired students equipped to create a better world.

### *Mission Statement*

Dedicated to being California's leading independent school, serving Kindergarten through twelfth grade students of all faiths, San Domenico is committed to excellence in education, preparing the next generation of global leaders.

Founded in 1850 by the Dominican Sisters, San Domenico reflects our Dominican Catholic heritage which calls us to uphold the values of study, reflection, service and community.

In the Dominican tradition of *Veritas*,  
We inspire inquiry and provide a strong academic foundation for lifelong intellectual growth.

We explore and develop the unique gifts of each individual in mind, heart, body, and spirit.

We celebrate diversity, recognizing God's presence in ourselves and in all of creation.

We recognize what it means to be human in a global community and respond with integrity to the needs and challenges of our time.

# THE POSITION

Twenty-five miles north of San Francisco, amidst the hills of San Anselmo, resides the oldest independent school in the state of California. Founded in 1850, San Domenico School is rooted in the spiritual and social justice traditions of the Dominican Order and deeply committed to providing high-quality independent education to students in Kindergarten through Grade 12. In line with the Dominican commitment to inclusivity, the School has always welcomed students of all faiths and traditions. The result is a vibrant, diverse community of learners.

In addition to its K-12, coeducational day school, San Domenico also offers an exceptional boarding program in Grades 9-12. Originally enrolling young women only, the boarding program began admitting male students in 2015—a change that has already proven a great success, garnering strong enthusiasm throughout the community.

School leadership seeks a Director of Advancement who will energize and inspire the generosity of their dedicated alumni and parent communities. Given the exciting initiatives already underway at San Domenico, this represents an extraordinary opportunity for a passionate individual to join a highly regarded independent school in the Bay Area during a period of visible growth and positive change. The successful candidate will be one who connects with and appreciates the Dominican spirit of inquiry and inclusivity. S/he will be able to clearly and captivatingly articulate what makes San Domenico such an exceptional place, and lead their current team of four in building the school's fundraising base at all levels.

# THE SCHOOL

San Domenico School was founded by a Dominican sister in 1850—the same year that California was granted statehood—and is noteworthy not only for its history as the state's oldest independent school, but also for how this legacy carries over into the present day.

The Dominican values of study, reflection, service, and community resonate as modern, aligning with the contemporary discourse on 21st-century education, yet these values have served as the foundational framework for San Domenico's mission to educate children for the last 165 years. Teachers and administrators at San Domenico aim to create not just great students, but great people. Following the guidance of the Dominican sisters' commitment to lifelong study, the School provides academic instruction that places emphasis on more than grades and test scores, teaching students how to chart their own path of learning. By chasing the passions that naturally interest them, and regularly reflecting upon their work in the context of the wider world, students discover who they are and what they truly want to accomplish in their lives, both professionally and personally.

Equally embedded in San Domenico culture is a commitment to service. Students in every grade participate in acts of service—whether they be service learning projects within the school community, student-led initiatives in their neighborhoods, or travel excursions as far-reaching as the high school's summer program in Bosnia-Herzegovina. All 11th graders are required to take a course in social justice, where they learn to approach social issues critically and recognize their own ability to effect change.



San Domenico has occupied its current property in San Anselmo for the last 50 years. The 515-acre campus displays a commitment to sustainability as well as several remarkable features, including Kesterson Field, Tamara A. Valley Athletic Center, Carol Franc Buck Hall of the Arts, Faith Y. France Gallery, and an outdoor swimming pool.

Students also plant, tend, and harvest an impressive one-acre garden called the Garden of Hope. The Garden of Hope includes a multitude of seasonal beds, grapevines, raspberry and blackberry patches, an herb garden, a chicken coop, and an outdoor pizza oven. Also of note is the School's massive solar field; with 2,358 panels, it is one of the largest in Marin County.



With its vast garden, solar-powered infrastructure, and expansive bus system, San Domenico has established itself as a leader in sustainability among California's schools, both public and private. In 2013, the US Department of Education awarded San Domenico its Green Ribbon Award for Excellence in Sustainability—an achievement bestowed upon just one other school in California at the time.

Supported by an endowment of \$11 million and Annual Fund of \$800,000, San Domenico is in an excellent position to build upon its rich history in progressive education, academic excellence, and the newly coeducational boarding school to strengthen its fundraising capacity on all fronts.





## OPPORTUNITIES AND CHALLENGES

The new Director of Advancement will be a key partner within the senior administrative team, charged with growing unrestricted annual fundraising and broadening the financial support base at all levels. San Domenico School's recent success extending its coeducational enrollment to the high school level offers ample opportunity to emphasize and capitalize on the School's distinctive Dominican culture of inclusion, as well as its strengths of developing character and integrity, to complement its elite academic offerings.

The DOA will leverage the observance of the 50th anniversary of the School's current campus to build significant support and an enhanced volunteer base, to deepen and broaden programs and constituencies, and to integrate fundraising messaging with San Domenico's academic, admissions, social, community, and extracurricular offerings.

San Domenico benefits from the dynamic leadership of Head of School Cecily Stock (Class of '77) and strong commitment of the Board, administration, and volunteers. The early success of the coeducational high school and recognition of San Domenico School's independent school leadership suggest a propitious time for the new Director of Advancement to guide ambitious targeted capital and endowment initiatives.

# **RESPONSIBILITIES OF THE NEXT DIRECTOR OF ADVANCEMENT**

- Engage the Board of Directors in fundraising goals and initiatives, partnering with the Advancement Committee to meet annual support, capital, endowment, and planned giving goals;
- Demonstrate a strong external and strategic focus in support of the School's Strategic Plan;
- Be a natural team-builder. Effectively motivate, manage, and evaluate the Advancement team across programming in major gifts, the annual fund, events, planned giving, research, stewardship, and the database;
- Sustain and enhance current development, alumni relations, and parent programming that further engage the generosity and resources of the community;
- Formulate leadership gift solicitation strategies emphasizing endowment and capital project priorities;
- Prepare annual development reports, goals, and future plans for approval by the Head of School;
- Cultivate a culture of gratitude and philanthropy across all constituencies to increase annual giving participation and dollars;
- Liaison with the Parent Service Association on key friend/fundraising events;
- Ensure prompt and accurate pledge recording, acknowledgements, and compliance with school policy and philanthropic best practices;
- Collaborate with school-level directors, teachers, the admissions office, and the marketing and communications office on programming and fundraising communication materials that grow the School's visibility and reputation in alignment with the Strategic Plan;
- Identify, research, and execute on corporate and foundation funding opportunities;
- Serve as an effective mentor and communicate with different personalities and cultures as an articulate and visible spokesperson of San Domenico's mission and programs.

# **QUALIFICATIONS FOR THE POSITION**

- B.A. degree in related field, with advanced degree preferred;
- Seven to ten years of leadership fundraising experience, including campaign planning and management, ideally in an independent school, college, or university;
- Demonstrated evidence of ability to raise six and seven-figure gifts;
- Experience in creating departmental budgets and in supervising development and constituent relations administration;
- Possess confidence, patience, and a sense of humor that complements San Domenico's culture and mission;
- Excellent communication skills, both oral and written;
- Deep knowledge of a relational database such as Raiser's Edge, as well as Microsoft Word and Excel.



## To APPLY

Interested and qualified candidates should submit electronically in one e-mail and as separate documents, preferably as PDFs, the following materials:

- Cover letter expressing interest in and suitability for the position at San Domenico School
- Current resume with Education, Experience, and Related Professional Experience
- Personal statement
- List of five references with names, phone numbers, and email addresses of each to:

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