

**PROCTOR ACADEMY  
ANDOVER, NEW HAMPSHIRE**

**DIRECTOR OF ADVANCEMENT**

Widely respected as an innovative independent school, Proctor Academy offers its 360 students a faculty that is deeply committed to teaching, classes with a 5:1 student:teacher ratio, individualized approaches to learning, prototypic experiential and environmental programs, and a distinctly informal social ethos. Proctor emphasizes democracy over hierarchy, practicality over ostentation, comfort over spectacle, and a respect for human values as the basis for all social interactions. These ‘core values’ underpin all aspects of life at Proctor and establish a basis for the decisions that embody the entire Academy. Founded in 1848 and set in the New England Village of Andover, NH, Proctor occupies 57 buildings and 2,700 acres of woodland area.

Proctor Academy has an \$18 million budget, total assets of more than \$57 million and a healthy financial report. Cash flow has been positive; there is little deferred maintenance; and debt is manageable. The Academy’s dependence on tuition revenue has made strong enrollment management an important strategic issue. At the same time, increased capacity for fundraising is a critical component, requiring strong leadership of the Academy’s Advancement program and increased support from alumni and volunteer leadership. Since the Head of School’s 2005 arrival, Proctor has raised \$24 million; the Annual Fund consistently raises \$1.1 million.

**Summary of Duties**

The Director of Advancement will be a campus leader who will work with the Head of School, the Board of Trustees and the Development Committee to both set a strategic direction and provide leadership in implementing Proctor’s advancement program, including all fundraising, communications and marketing. Specific duties include:

- Oversee all aspects of Proctor’s day-to-day fundraising efforts, including capital and major gifts, alumni relations, planned giving
- Oversee communications, marketing and events for the advancement office, the admissions office and the community as a whole
- Supervise a team of 8 employees, including a 4 person communications and marketing team recognized as leaders in their field; provide support to achieve all goals; create and maintain metrics to evaluate employee work
- Work with the Head of School and Trustees to create and implement strategic plans to meet the annual and long-range goals of the advancement program

- Leverage the energy and connections of the Head of School to enhance Proctor's capacity to fund its priorities and realize the aspirations outlined in its Strategic Vision plan
- Actively cultivate, steward and solicit donors in the broad Proctor community; continue to inculcate a strong culture of philanthropy
- Participate fully on the Administrative Team, working closely with administrative and faculty leaders to evaluate priorities; design and recommend strategies to achieve fundraising objectives; contribute to strategic planning; provide leadership in an institution undergoing growth and transformation

## **Qualifications**

The ideal candidate will be an experienced development professional who:

- Fully embraces the opportunity to become a member of the Proctor community and endorses its mission and lifestyle
- Possesses a passion about Proctor's programs
- Demonstrates the ability to lead a strategically driven team experience with a quantifiable record of success
- Presents experience developing stakeholder relationships, enthusiasm and support through the use of excellent interpersonal, oral and written communications
- Demonstrates the ability to identify and implement best practices for advancement management
- Presents state of the art technology skills including expertise in Raiser's Edge, Social Media technology, web design and electronic stewardship
- Fits comfortably within the Proctor culture which is agile and innovative and values collaboration, teamwork, fairness, clarity of decision-making, and a level of selflessness that places the good of the institution first
- Exhibits creative ability, a positive outlook and a sense of humor
- Presents a high level of integrity and an extraordinary work ethic

## **To Apply**

For more information, please visit [www.proctoracademy.org](http://www.proctoracademy.org). To apply please send a cover letter and resume to Debbie Andrews at [debbiemartinconsulting@comcast.net](mailto:debbiemartinconsulting@comcast.net)