



## POSITION GUIDE

# Director of Advancement

*"It is not enough to be concerned with the scholarly excellence of our students alone. The values and purposes with which their well-trained minds will be committed are of equal importance." – Dyke Brown*

Situated on an idyllic campus at the base of Mt. Diablo, [The Athenian School](#) is a college preparatory day and boarding school for grades 6-12, located in Danville, California, in the San Francisco Bay Area. Since its founding in 1965, The Athenian School has been both a pioneer and leader in experiential education and seeks to continue and build upon this successful legacy. Athenian seeks to expand its support for facilities, financial aid and endowment and envisions a future campaign. Athenian invites nominations and applications for a highly relational and strategic leader to serve as its next Director of Advancement, ideally beginning July 1, 2025.



## ABOUT THE ATHENIAN SCHOOL

Athenian is a close-knit, thriving community of learners. The school enrolls 525 students across all grades with 170 middle school students and 355 upper school students. While day students make up most of the student body, Athenian's 60 Upper School boarding students hail from 11 home countries, enriching the school's vibrant culture. The 75-acre campus is home to more than 140 people, including students, faculty, staff, and children.

The Athenian School is situated 32 miles east of San Francisco and nestled among the Danville, Diablo, and Blackhawk communities. Danville is known for its small-town atmosphere and quality of life, including highly rated public elementary schools. Athenian's land opens up to wild space on Mt. Diablo for outdoor adventure in students' backyard. A massive solar array provides nearly 50% percent of the school's power and is just one of many ways Athenian strives to be a green campus. Proximity to Berkeley, Oakland, Silicon Valley, and San Francisco provides endless opportunities for dining, cultural, and social experiences.

## MISSION

To prepare students for the rigorous expectations of college and for a life of purpose and personal fulfillment.

We offer a challenging academic program with a difference: intellectual inquiry is active, learning is interactive, the disciplines are interrelated, and analysis and creativity thrive simultaneously. The acquisition of knowledge becomes authentic and joyous.

By providing an atmosphere of intellectual, artistic, and physical challenge within the warmth of a nurturing community, we develop in our students the confidence and skills required to meet the complexities of their future.



## THE ATHENIAN SCHOOL PROGRAM

At Athenian, the rigorous academic program is delivered in a way that resonates and remains with students throughout their lives. By applying what is learned in class to real-world situations, Athenian students construct meaning out of research opportunities, realistic lab activities, critical thinking exercises, and fact-based analysis; this is experiential learning, of which Athenian has been a leader in since its inception. Whether in or out of the classroom, this approach allows students to incorporate their learning with their living, laying a strong foundation for success and contribution in college and beyond. Athenian's 75-acre campus, 520+ students (6-12), and class size averaging 15, make for an idyllic learning environment.

Athenian is also a founding member of [Round Square](#), an international consortium of like-minded schools that connect and collaborate to help develop global competence in their students. Athenian upholds the six pillars or IDEALS of Round Square: internationalism, democracy, environmentalism, adventure, leadership, and service. The pillars are infused throughout the school's program and curriculum. For example, Focus Days in the Middle School often integrate classroom material and a particular pillar, providing a hands-on opportunity to connect content and big-picture concepts. Likewise, in the Upper School, students participate in the democratic process through the student-run Town Meeting, enacting real change in their school community.

For more information about The Athenian School, please visit [here](#).

## THE POSITION

The Director of Advancement will provide the overall vision, leadership, and direction for Athenian's advancement programs and continue to strengthen its reputation as a top-tier independent Middle and Upper School. Reporting to the Head of School and an essential member of the senior leadership team, the Director will work closely with other senior leaders to establish priorities and strategies to meet school-wide objectives.

The Director of Advancement will develop and implement comprehensive, effective fundraising goals and strategies to strengthen the Annual Fund, raise significant major, leadership, and planned gifts, and build and cultivate new donor relationships. The Director of Advancement works closely with members of the school's Board of Trustees on strategic fundraising and planning, attends Board meetings and events, and provides staffing support for the Development, Finance, and Governance Committees. The Director of Advancement will be a positive and enthusiastic face for Athenian and become a known and trusted leader to peers, faculty, parents, students, alumni, and

## MAJOR OBJECTIVES

Within the first 12 to 18 months, the Director of Advancement will achieve the following major objectives:

- Help to build and strengthen a uniquely Athenian culture of philanthropy and engage deeply with the school community to convey a range of compelling experiences to future funders and key partners.
- Develop and implement a visionary, long-term strategic plan for advancement while building trust and consensus with senior faculty and staff, board of trustees, parents, and students of Athenian.
- Mentor and support a high-performing, advancement team that meets and exceeds all goals while growing a larger base of donors and prospects.





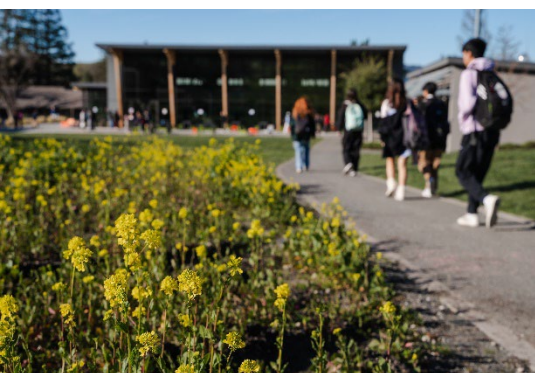
supporters of the school. The Director will also lead efforts to support future philanthropic campaigns and strategic funding projects.

The Director of Advancement will lead and manage a three-member advancement team that includes an Associate Director of Philanthropy, Advancement Engagement Manager, and Advancement Services Manager. The Director of Advancement must be an accomplished fundraiser with the strategic vision to lead an advancement team that interacts and engages well with a range of diverse constituents. The Director of Advancement must be a skilled listener, communicator, and relationship builder who can articulate clear and compelling cases for support that ensures the growth and vitality of one of the nation's premier independent schools.

## RESPONSIBILITIES

The Director of Advancement will have the following responsibilities:

- Lead, manage, develop, and mentor the advancement team in a manner that provides team building opportunities and ensures a successful comprehensive advancement program.
- Plan, develop, and implement a strategic advancement plan that increases funding support for school operations and priorities, aligning with the Athenian strategic plan and in close partnership with the Head of School and the Board of Trustees.
- Provide leadership to implement a structured, formalized approach to relationship management, major gift fundraising, and effective donor stewardship.
- Play a leadership role in the cultivation of major gift donors by managing a portfolio of 50-75 high-level prospects and major donors capable of giving gifts of \$10,000 or more annually.
- Advise, support, and partner with the Head of School's fundraising efforts and managing top donors and prospects within the assigned portfolio.
- Grow and nurture Athenian's Pillar Society (planned giving program).
- Meet regularly with the Chief Operating Officer to discuss budgeting and to ensure all advancement systems, protocols, and policies align with the business office.
- Work closely with the Advancement team to develop new strategies and tactics for identifying and pursuing opportunities for existing and new major and planned gift donors.
- Work closely with the Associate Director of Philanthropy to develop objectives, strategies, and innovative ideas to grow the Annual Fund.
- Along with the Database Manager, provide statistical data and complete annual surveys such as CAIS/NAIS/INDEX/Cal-ISBOA as requested by the Head of School.
- Support professional development of advancement team through participation in conferences, workshops, organizations, and online seminars.







- Oversee, manage, and attend all Athenian fundraising and cultivation events.
- Travel to meet with donors in and outside of the east bay area as necessary.

**QUALIFICATIONS**

The ideal candidate will possess most of the following qualifications and skill sets:

- A passionate commitment to Athenian School, its mission, values, and community.
- At least five to seven years of proven leadership-level experience cultivating and securing major donors across high-net-worth individuals, corporations, and foundations.
- A history of building and/or growing sustainable, comprehensive advancement programs.
- A demonstrated commitment to fostering diversity and inclusion in fundraising efforts, ensuring equitable treatment of all community members and donors.
- Experience developing, coaching, and mentoring a team of development professionals.
- Prior experience assessing development programs and aligning team members to best achieve strategic goals and opportunities.

**KEY FACTS**

- **\$31.2M** Annual Budget
- **525** Total Students
- **170** Middle School Students
- **355** Upper School Students
- **59** Boarding Students
- **15** Average Class Size
- **25%** Receive Financial Aid
- **59%** of Students identify as “other than white”

- Entrepreneurial, creative, and flexible work style capable of maintaining effective working relationships with a diverse spectrum of people including administrators, faculty, staff, volunteers, alumni, parents, and donors in a complex variety of multicultural settings.
- Exceptional communication, interpersonal, and analytic skills; the ability to be both creative and strategic, and communicate ideas, concepts, and plans with enthusiasm and diplomacy.
- Bachelor’s degree required.

**COMPENSATION AND BENEFITS**

The salary range for this position is \$180,000 – \$210,000 and is based on skills, qualifications, and experience. The Athenian School offers a comprehensive and flexible benefits package that includes, but is not limited to, comprehensive wellness offerings, medical, dental, vision insurance; life and accident, long-term disability; 403(b) retirement plan; and generous paid time off benefits.

**CONNECT**






<https://www.athenian.org/>



## APPLICATION

The Athenian School has retained Campbell & Company to conduct this search. The team for this project includes Dan Nevez, Vice President, and Alex Catuara, Senior Consultant.



**DAN NEVEZ**  
Vice President



**ALEX CATUARA**  
Senior Consultant

**APPLY NOW >**

Use the button above or visit [www.campbellcompany.com](http://www.campbellcompany.com) to learn more about this opportunity.

## EQUAL EMPLOYMENT OPPORTUNITY

*The Athenian School is an equal opportunity employer and is committed to basing judgments concerning the employment of individuals upon their qualifications and abilities. The School is firmly committed to equal employment and advancement opportunities for all employees and applicants in all areas of employment. The School does not discriminate on the basis of an individual's sex, gender, gender identity, gender expression, race, color, national origin, ancestry, ethnicity, religion, sexual orientation, age, marital status, military or veteran status, genetic characteristic or genetic information, physical or mental disability, or any other characteristic protected by federal, state, or local laws. If you need reasonable accommodation during our application process, please contact Alex Catuara at [alexandra.catuara@campbellcompany.com](mailto:alexandra.catuara@campbellcompany.com).*



Drawing on our deep expertise in environmental/conservation, human services, arts and culture, education, healthcare, and association/membership organizations, **Campbell & Company offers a high-touch, human-centered executive search experience for clients and candidates.** We recruit from our extensive national networks leveraging the relationships and reach of our entire firm, which for 47 years has partnered with organizations across the nonprofit sector to advance their missions and deepen their impact.

We are proud to be the executive search firm of choice for hundreds of nonprofit organizations. Campbell & Company has been listed four times as one of the country's **best executive search firms** by *Forbes* Magazine and named one of Women of Color in Fundraising and Philanthropy (WOC)'s **Top 10 search firms for placing extraordinary leaders of color** for three consecutive years. *Crain's* Chicago recently named us one of **Chicago's Best Places to Work**; *Seattle Business* Magazine also named us one of **Washington's Best Companies to Work For**.

As members of this employee-owned firm, everyone at Campbell & Company has a personal stake in the success of each client. Through our culture driven by **belonging, collaboration, curiosity, and rigor**, we empower every team member to innovate for the good of our clients.

Combining your mission and our passion, Campbell & Company **leverages our entire team** to be an effective and supportive partner before, during, and after complex leadership transitions. We are driven to place not just a capable candidate, but one who complements your existing culture, can **move your organization forward**, and will make a meaningful contribution to the nonprofit sector.

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