



# Director of the Annual Fund

SEARCH PROSPECTUS



## PORTSMOUTH ABBEY SCHOOL

PORTSMOUTH, RHODE ISLAND

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

START DATE –IMMEDIATE OPPORTUNITY

Partners in Mission School Leadership Search Solutions, LLC



## ABOUT

### *History*

Founded by the Order of St. Benedict in Portsmouth, Rhode Island with Father Hugh Diman as its first Headmaster and originally called Portsmouth Priory, the school officially opened with 18 students in September of 1926.

The school embraced coeducation for boarding and day students in 1991 and in 1998 recommitted itself to the Western intellectual tradition.

Today, Portsmouth Abbey School continues to flourish as the nation's leading coeducational Catholic Benedictine boarding school for 350 students in grades 9 through 12. Unique in its English Benedictine tradition, the school offers a challenging academic curriculum rich in mathematics and science and built upon a signature humanities program.

There are 27 buildings on the 525-acre campus. Additional features include 43 athletics teams, diverse community service programs, many off-campus enrichment opportunities, a state-of-the-art squash and fitness center, a multi-sport synthetic turf field and world-class golf, sailing and equestrian facilities. Given the school's small size, students become leaders and active members of the community.

## FAST FACTS



**525**

Acre Campus



**4,000**

Alumni Across the Globe



**1,400+**

Alumni Who Gave to  
2021-2022 Annual Fund

### ***Mission Statement***

Portsmouth Abbey School helps young men and women grow in knowledge and grace. As a Benedictine boarding and day school committed to excellence, we embrace the Catholic faith while nurturing reverence for God and the human person, love of learning, and commitment to community life.

### ***Vision Statement***

Catholic means universal, and we welcome students from all backgrounds, as Jesus was welcoming to all people. We affirm that each person is made in the image and likeness of God and is endowed with inherent human dignity and infinite worth. We believe God is at the center of the human search for meaning, and the perennial questions asked by our students—who am I? what is goodness? how am I to live? — find their answers in God. We assist our students in their search for God as the foundation of their lives. We seek student growth in grace: the regenerative power of Christ that lifts hearts and transforms lives.

“Love of learning and the desire for God” are joined in the Benedictine tradition. Love of learning is grounded in wonder, undertaken in humility, and fueled by the hunger for truth. Our students are called to a close reading of classic texts and critical engagement with the written word. Our research-driven science program enables students to be keen observers of the world around them. We foster engagement in fine arts and athletics as key dimensions of human excellence. Education in the Catholic intellectual tradition forms us in the things that matter: truth, goodness, and beauty.

Our shared life of study, prayer, and recreation sustains a community characterized by friendship and joy. Called to live in mutual service to each other, we seek the growth of our members as individuals, while advancing the common good. We nurture the talents of each of our students for energetic leadership and service in our own community and throughout the world.

### ***Governance Structure***

There is a Board of Regents consisting of 29 members and two emeritus members.

### **FAITH LIFE**

At the core of the mission of Portsmouth Abbey School is the desire to “grow in knowledge and grace” in a life dedicated to Christ. In light of this basic apostleship, the spiritual life of the school is inspired by the Benedictine ideal of a community life of work and prayer (“ora et labora”). As Saint Benedict sought in his Rule for monks, so too does the school community seek a life of spiritual growth, centered in intellectual development, and balanced with physical and social activities, recreation, and rest.



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As a Catholic school in the Benedictine tradition, God is at the center of Abbey life. The spiritual life program exists for students to encounter Him.

Faithful to the Church's life and teachings, the Abbey is also enriched and edified by students of other faith traditions and no faith traditions. Here, students from all walks can explore, question, and grow in their relationship with Christ.

## **ACADEMIC PROGRAM**

The Portsmouth Abbey School curriculum encourages students to ask big questions: Who am I? What is my place in this world? Where am I going? How do I know?

The Abbey prepares students for post-secondary academic work by providing them with a broad and liberal education in the Benedictine tradition. The school fosters crucial academic and life skills through a structured sequence of courses. The curriculum celebrates the classics of the Western canon and addresses three fundamental objectives: to develop a common background of knowledge among students; to use the study of a classical language and ancient history to train students in disciplined thinking; and to give students a thorough grounding in and appreciation for the written and spoken word.

The Abbey's independent academic and co-curricular programming encourages students to develop reverence for God and the human person, respect for learning and order, and a sense of responsibility for the shared experience of community life. In this ever-evolving world, the school works to strike a balance between forward thinking innovation and stability rooted in tradition as they prepare students to engage in successful college careers and in the world beyond formal education.



## FAST FACTS



**43**

Athletic Teams



**80%**

Faculty with Advanced Degrees



**350**

Students



Elite colleges, top graduate schools, and the most highly skilled professions demand of high school graduates what they have always demanded—outstanding skills of literacy, numeracy and reasoning, an ability to master content in core academic disciplines, a fluency in the cultural literacy of our Western tradition, and the initiative to work hard and to confidently manage one's own learning.

## THE ARTS

The Abbey offers numerous opportunities for students to experience the visual arts, performing arts, and music. Abbey arts uphold the Benedictine tradition of valuing and sharing beauty. Becoming literate in the arts helps students across all disciplines. With an art education, they are able to transform their intuition, reasoning, imagination, and dexterity into unique forms of expression and communication.

## ATHLETICS

The rewards of athletics participation are immediate and enduring. The co-curricular athletics program provides a balance to the academic and spiritual life on campus and helps to promote a sense of community. The Abbey is proud to be a member of the prestigious Eastern Independent League (EIL). The EIL provides student-athletes the opportunity for rigorous competition with schools of similar size and athletic philosophy.

The Portsmouth Abbey athletics program provides students opportunities to compete in at least one of 43 teams. The JV program places an emphasis on participation, skill development, and opportunities to learn a new sport while the varsity program places a greater emphasis on competition, pursuit of excellence, and preparation for those who aspire to play in college. In fact, many Abbey athletes continue to compete at the college level.

## FAST FACTS



**5:1**

Student-Teacher Ratio



**73**

Courses Offered

**AP**

**16**

AP And Post-AP Courses

## STUDENT LIFE

One of the advantages of living at the Abbey is that the day doesn't end when the last bell rings. The campus becomes a neighborhood, a place where everyone says hello, and everyone very quickly knows each other by name. Neighbors become friends and classmates, house parents, and teachers.

The House System lies at both the heart of the Abbey's mission and the boarding school tradition. Students live, study, and sleep in their houses, and together continue traditions - and invent new ones - that become the fabric of Abbey life.

## THE OPPORTUNITY

Portsmouth Abbey is uniquely poised to make strides that meet the educational demands of a 21st-century world and to take advantage of the new realities and hopes of a post-pandemic marketplace.

The new Director of the Annual Fund is positioned to join a highly effective and successful Development team as they help position the school through its 100th anniversary in 2026 and into its second century. He/she will have ample resources and opportunities to further the exemplary reputation and impact of Portsmouth Abbey and do so in a location of incomparable beauty and history. The selected candidate will champion a school that cares deeply about young adults coming to know the good, the true, and the beautiful; that seeks academic excellence and spiritual nourishing; that is multigenerational, international, Catholic, and Benedictine to its core.





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## THE POSITION

The Director of the Annual Fund must have a convincing track record of developing, implementing, and managing an effective, comprehensive annual fund program which includes components of constituency and alumni relations. Partnering with the Development team, this manager develops and implements annual fund strategies and programs that include the identification, cultivation, solicitation, and stewardship of annual gifts from trustees, alumni, parents, and friends, including personal solicitations, direct mail, e-solicitations, telephone solicitations, and reunion giving. The Annual Fund currently represents 8 – 10% of the school budget. The Director of the Annual Fund reports to the Director of Advancement.

### *Responsibilities*

- Develop and implement a strategic plan of action with objectives, timelines and evaluation plans for the Annual Fund program that include identification, cultivation, solicitation, and stewardship of constituents along with constituent relations.
- Create and administer a program and activities to solicit gifts from board members, alumni, parents, and friends including personal solicitations, and mail programs for the Annual Fund.
- Manage and evaluate work of Annual Fund staff.
- Maintain a portfolio of approximately 50 leadership and major gift prospects.
- Serve as the direct liaison for alumni 30+ years out, current parents, and parents of alumni; establish individual targets and goals, and determine cultivation, solicitation, and stewardship strategies.
- Direct Reunion year giving initiatives for classes celebrating their 40th, 45th, 50th, 55th, and 60th milestones, along with overseeing Diman Club initiatives.
- Develop annual solicitation messaging and marketing appeals. Supervise the production and mailing of all printed and electronic solicitation pieces. Coordinate with Director of Communications as needed.



## FAST FACTS



**10**

Grants Awarded to Students  
Annually for Scientific Research



**3**

Plays Performed Each Year



**190**

Colleges and Universities  
Accepted Graduates of the  
Class of 2022



- Oversee the strategy and execution of Giving Day in coordination with the full Advancement team.
- Use development database and report writing software to retrieve data and utilize statistics to evaluate current Annual Fund programs and to make recommendations for program changes.
- Oversee management of and communications between the Annual Fund team and all Annual Fund volunteers.
- Ensure open communication with Major Gift Team regarding contact of potential donors.
- Responsible for writing and evaluating Annual Fund program and reporting of program's progress.
- Oversee the acknowledgment and recognition of all Annual Fund gifts.
- Responsible for reporting Annual Fund progress to both internal and external constituents.
- In conjunction with the Director of Advancement, oversee Alumni Relations efforts including networking initiatives.
- Other duties as assigned.

### ***Qualifications***

- Bachelor's degree and a minimum of 5 years of progressively successful experience in fundraising are required. Experience leading an Annual Giving program in an independent school is preferred.
- Will demonstrate knowledge of the principles and practices associated with fundraising in independent schools, including personal solicitations, direct mail, e-solicitations, telephone solicitations, reunion giving and donor relations.
- Strong computer and excellent writing skills are required. Experience with The Raiser's Edge software is ideal.



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- Strong analytical skills with the ability to quickly adjust strategy based on data trends.
  - Must be an independent and strategic thinker capable of understanding a full scope of projects while seeing individual tasks through to completion.
  - Must be able to multi-task, with an ability to prioritize and manage deadlines.
  - Must be a results-oriented individual who demonstrates the ability to work well with people at all levels of an organization and warmly develops relationships with diverse constituencies while employing keen judgment.
  - The ability and willingness to travel on occasion.

## ABOUT THE AREA

Founded in 1638 by Anne Hutchinson and two other dissenters of the original Boston Colony, Portsmouth is home to many historic sites, public and private golf courses, marinas, antique shops and more. Portsmouth also encompasses four islands: Prudence Island, Patience Island, Hope Island, and Hog Island. Portsmouth is approximately 10 miles from iconic Newport, Rhode Island.

It is home to Raytheon Missiles & Defense Division. Portsmouth is also the home to U.S. Sailing, the national governing body of sailing in the United States, and to the Newport International Polo Series held at Glen Farm.

## APPLICATION PROCEDURE

- To apply, please submit the following four documents, confidentially, and as separate PDF attachments.
  - » Cover letter that aligns your experiences and skill sets with the current needs of the school as you understand them.
  - » Statement of Catholic educational philosophy.
  - » Current resume with all appropriate dates included.
  - » List of four references with names, phone numbers and email addresses.  
No references will be contacted without your knowledge and approval.
- Please include Portsmouth Abbey in the subject field.



### ***Assemble all of the application materials in one email to:***

Chris Keavy, Partner  
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Partners in Mission School Leadership Search Solutions is the retained search division of Partners in Mission, the nation's leading full-service consulting firm focused exclusively on developing excellence in Catholic school advancement and leadership. As partners among ourselves and with our clients' missions, we value, understand, and embrace the importance of Catholic education in our personal and professional lives — and remain committed to ensuring its strength and vitality for years to come. Engaged by religious and school communities, boards and dioceses, our team of dedicated search consultants have identified and secured mission-driven professionals to serve in a myriad of diverse Catholic school and diocesan leadership positions from Massachusetts to Hawaii.

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