



ARCHBISHOP  
**SPALDING**  
HIGH SCHOOL

**Vice President  
of Advancement**

SEARCH PROSPECTUS



# ARCHBISHOP SPALDING HIGH SCHOOL

SEVERN, MARYLAND

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

START DATE - JULY 2023

Partners in Mission School Leadership Search Solutions, LLC



## MISSION STATEMENT

As a Catholic college-preparatory secondary school, Archbishop Spalding High School is committed to challenging its students to grow spiritually, academically, physically, and socially. The school community provides a caring environment that affirms the dignity of the individual and promotes learning.

## PHILOSOPHY

Archbishop Spalding High School is a Roman Catholic, co-educational, secondary school committed to the values and teachings of Jesus Christ and rooted in the belief that, "A true education aims at the formation of the human person spiritually, intellectually, emotionally, socially, and physically." The school believes that this is accomplished by challenging and motivating students to attain their highest personal and academic potential in a diverse community that affirms the values of faith and service to others.

Spalding is a community of kinship, connection, and belonging. The school community is stronger because of the diversity of the women and men who work there. The leadership of the school strives to build a diverse staff that communicates to the students, "I am so glad you exist in this world." The school's motto, "One in Christ", is an ardent call to foster a community where no one is on the margins and everyone knows they are loved, guided, and never alone.



## FAST FACTS



# 1966

Founded



# 1296

Total Students



# 121

Total Faculty

## HISTORY

Archbishop Spalding was established in 1963 by the Archdiocese of Baltimore as an all-girls high school called Holy Trinity High School. When the school moved to its present location in 1966, it was renamed Martin Spalding High School in honor of the seventh archbishop of Baltimore. Its name was changed to Archbishop Spalding High School in 1986. The school has been coeducational since 1973.

In May 2003, the school acquired the adjacent 22-acre Upton Farm property, enlarging the school's campus to 52 acres. The addition of a new arts and technology wing was completed in September 2009. Today, the campus boasts 50 academic classrooms and four science laboratories. The school also has a MAC laboratory and a Project Lead the Way Engineering program. The auditorium, with 1,200 seats, provides a location for school-wide assemblies and liturgies as well as theater and music productions. A new auditorium was built in 2017, allowing for more space. The school has seven athletic fields along with a main gymnasium seating 1,100 and a secondary gymnasium seating 500. In 2021, Spalding completed a \$7 million campaign which resulted in a state-of-the-art innovation center which houses the school's engineering and cybersecurity programs as well as the Edward St. John Foundation MakerSpace.

## "BUILDING ON SUCCESS" STRATEGIC PLAN

This past year, Spalding released its latest, three-year strategic plan entitled "Building on Success." Much of the plan hinges on advancement-related functions, specifically the funding of renovations and upgrades to enhance the learning environment at the school and working towards a diverse,



## FAST FACTS



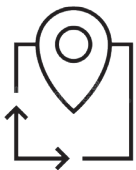
**\$300K**

Annual Fund



**\$6M**

Endowment



**52**

Acre Campus

sustainable funding model. The next Vice President of Advancement will be a lead architect in these mission-critical areas as the school works to develop a major gift initiative, grow its planned giving program, and strengthen the school's overall culture of philanthropy.

### POSITION OVERVIEW

The Vice President of Advancement is a 12-month, full-time administrator responsible to the President. The Vice President of Advancement is responsible for managing and leading an energetic team; possesses a firm foundational knowledge of the role to realize success; and is experienced in major gift giving for schools. This person will be excited to lead the school's development program, including the Spalding Fund, major and planned giving, alumni relations, advancement events, and capital campaigns that are designed to raise support and funds for operating costs, building repairs and improvements, financial aid, school endowments, and other special purposes.

Primary duties include but are not limited to:

- Supervise all staff in the Advancement Department: Assistant Director of Institutional Advancement, Director of Alumni Engagement, Assistant Director of Institutional Advancement for Athletics, Advancement Assistant and Database Manager
- Serve as Archbishop Spalding's chief fundraiser
- Develop and manage all fundraising campaigns, including annual giving, restricted and planned giving, and capital campaigns
- Provide vision and oversight for –
  - » All annual appeals
  - » Major gifts work
  - » Advancement events



## FAST FACTS



# 14,000

Alumni



# IB

Diploma Programme

# AP

# 24

AP Courses Offered



- » Foundation relations/grants
- » Capital campaigns
- » Alumni and parent engagement
- » Stewardship of constituents and donors
- » Maintenance of a comprehensive donor/constituent database
- Serve as liaison to the Board Advancement Committee
- Attend School Board meetings
- Serve as member of the President's Council
- Develop marketing programs and publications that support development, in conjunction with the Director of Marketing & Communications
- Lead planning for the department and assure that the plan is achieved
- Create and oversee the Advancement budget
- Help coordinate all other outside fundraising activities originating in other school organizations (e.g., Alumni Association, Parents' Association, Booster Club, and Friends of the Arts)
- Perform other administrative duties pertaining to her/his position as may be assigned by the President.

## DESIRED QUALIFICATIONS AND ATTRIBUTES

- 3-5 years of successful experience in comprehensive advancement/development programs; school experience preferred
- Proven record of accomplishment in fundraising
- Clear understanding of and belief in the school mission
- Knowledge of best practices in advancement field



- Strong management skills and ability to build, manage, mentor, and motivate a team
- Ability to work within a team and collaborate with colleagues
- Excellent communication, presentation, and writing skills
- Technology skills as they relate to the position; experience with Raisers' Edge a plus
- CFRE and master's or other advanced degree preferred

## ABOUT THE AREA

Severn, Maryland is located 40 miles northeast of Washington, D.C. and ten miles southeast from the state capital of Annapolis. Historically, Severn was known for its many farms and horse stables. It began to grow in the 1950s after developers built Severn Mills Mall. Today, this cozy city of around 41,000 residents offers an ideal mix of suburban tranquility and urban excitement. Residents can explore the nearby lakes and parks for outdoor recreation or take advantage of excellent shopping centers and attractions. The city also boasts excellent schools, health care options, and services, making it a great place to call home.



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## APPLICATION PROCEDURE

The search committee is on a fast-track to identify and secure the next Vice President of Advancement. All inquiries and applications will be treated with the highest degree of confidentiality and with the greatest respect.

The successful candidate will be expected to assume the responsibilities of the position in July 2023 or sooner. Do not delay. Connect with us today!

- To apply, please submit the following three documents, confidentially and as separate PDF attachments.
  - » Letter of interest that aligns your experiences and skill sets with the
  - » current needs of the school as you understand them.
  - » Current resume with all appropriate dates included.
  - » List of four professional references with names, relationships, phone numbers,
  - » and email addresses. References will not be contacted without your
  - » knowledge and approval.
- Please include "Spalding - Vice President" in the subject field.



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

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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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