



Director of Leadership Giving
The Philadelphia School
Philadelphia, Pennsylvania

About Our School

The first day of school for TPS was more than 50 years ago. Today, we remain a leader and whole-hearted champion for the preschool through 8th grade progressive education on which we were founded. We know that when children and teachers are partners in their learning, it brings a deeper understanding and appreciation to their studies. It helps create confident, curious, and compassionate children who advocate for themselves and others. Together, each child progresses forward and finds their place as a learner and as an individual.

And this learning happens EVERYWHERE – in our city, in the country, and in the classroom. Connecting our lessons to the real world helps children connect the dots and understand how they fit into the big picture. It’s how lifelong learners are born. It all happens in a community built upon meaningful relationships that help us all listen, learn, and welcome diverse perspectives. We wonder together, we discover together, we laugh together, we make mistakes together, and we learn together. TPS graduates emerge as confident leaders with a true sense of self and confidence to take on what’s next. We’ve always thought outside of the classroom. We’ll be doing the same for the next 50 years.

Our Mission

The Philadelphia School educates children for a future that is impossible to know but not impossible to shape. Learn here. Go anywhere.



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

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Our Name Isn't The Philadelphia School By Accident.

Philadelphia is more than our location; it is an extension of our classrooms, a topic of study, and an inspiration for civic engagement. Our younger students take walking tours of the neighborhood, sharpening language skills by interviewing the local florist, applying math skills at the neighborhood grocer, and learning about simple machines at the corner bicycle shop. Our older children consider complex ideas such as fairness, sustainability, and the role of the arts in society. They meet city officials, scientists, journalists, artists, actors, and musicians—all working in the city of Philadelphia. These experiences connect to academic work in math, language arts, science and history, as well as preparation for our students to take active roles in their communities and in global society.

Join us at This Exciting Moment in TPS' History

It is an exciting time to join TPS as we are building off a successful 50th anniversary year and are in the midst of the most comprehensive campaign in the history of the school. We are seeking a leader who can help us continue to establish a culture of philanthropy at TPS and can help us build our major gift and planned giving programs.

Reporting directly to the Director of Advancement, The Director of Leadership Giving will have a primary responsibility for cultivating, soliciting and stewarding major and planned gifts for the School's top philanthropic priorities, with a secondary responsibility of securing leadership gifts for the TPS's annual fund in conjunction with their major and planned giving outreach. The director will lead the growth of the major and planned giving efforts as well as be responsible for strategic oversight of the major and planned giving program and pipeline.

The successful candidate will have experience working and cultivating relationships with diverse constituencies and exhibit proficiency soliciting major gifts, preferably in an independent school environment. They should possess a commitment to The Philadelphia School's mission, have a passion for education, thrive when multitasking, and enjoy working collaboratively with colleagues, alumni, parents, volunteers, and other members of the TPS community.



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Specific duties include, but are not limited to:

- Provide strategic direction and an annual operating plan for achieving leadership gift and legacy giving fundraising goals.
- Engage with prospects with a focus on donor retention, increased giving, and strategic stewardship.
- Lead the growth of the major and planned giving efforts as well as be responsible for strategic oversight of the major and planned giving program and pipeline.
- Proactively and strategically manage a major and planned gifts portfolio (100-150 donors) and generate a high level of strategic activity and prospect contact to move relationships forward
- Support planned giving initiatives as part of a comprehensive campaign
- Conduct donor/prospect/portfolio research
- Solicit and steward leadership giving for TPS' annual fund
- Craft proposals, talking points, contact reports and cultivation/stewardship correspondence as needed and in partnership with the Director of Advancement and Director of Development Operations
- Stay current with trends in philanthropy, planned gifts and tax law changes, keeping TPS staff and constituents informed of such changes as appropriate. Serve as a knowledgeable resource for staff, donors and prospects;
- Contribute to the development and execution of a comprehensive stewardship plan, with focus on major and planned donors for campaign and special giving priorities
- Provide regular reports on major and planned gift activity and contribute stories that celebrate leadership and major giving in School publications and newsletters



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Professional Qualifications

The most competitive candidates will offer most or all of the following qualifications:

- A bachelor's degree and a minimum of seven years of professional fundraising experience
- Independent school, college or university experience preferred
- Exceptional verbal and written communication skills
- Excellent interpersonal, analytical and organizational skills
- Ability to prioritize and execute responsibilities in the face of competing priorities and deadlines
- Demonstrated experience in planned giving
- Demonstrated experience managing direct report(s)
- Experience with fundraising databases; Raiser's Edge preferred
- A demonstrated ability to work independently and as a collaborative team member
- Ability to handle complex situations with professionalism, poise, maturity and flexibility
- Ability to handle confidential information with discretion and integrity
- Ability to work flexible hours as necessary, including evenings and weekends for special events, meetings or other commitments
- Desire to be a part of and engage in the life of the School
- A clear understanding and commitment to The Philadelphia School's culture that celebrates diversity, equity, inclusion and belonging.

Interested Persons Contact:

Jonathan K. Ball
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All inquiries and nominations are kept confidential.

The Philadelphia School is an Equal Opportunity Employer. The Philadelphia School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, The Philadelphia School complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.



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