



## **Boston University Academy**

### **Assistant Head of School for Institutional Advancement**

Founded in 1993, Boston University Academy (BUA) is an academically rigorous independent day school located on the Boston University campus. BUA is the only high school in New England that is part of a major research university, offering a distinctive curriculum to students in grades nine through twelve. BUA provides students with an unparalleled college preparatory program that combines liberal arts coursework with classes at Boston University. At BUA, students' zeal for learning takes them as far as they are capable. Small class sizes and close relationships with faculty allow students to pursue their passions and nurture their talents. In eleventh and twelfth grade, students regularly complete up to 12 courses (equivalent to approximately 48 college credits) from the University's undergraduate curriculum. BUA students in good academic and disciplinary standing gain automatic admission to Boston University. The school's 186 students come from 62 cities and towns in the Greater Boston area. In 2018, BUA celebrated its 25th anniversary year, which culminated in a gala celebration with 350 attendees including alumni, current and former parents, faculty, staff, and friends.

**BUA's Mission:** In our caring high-school community, students who love learning are challenged to think critically and read deeply, and to explore adventurously the wider world of learning at Boston University.

#### **The Position**

The Assistant Head of School for Institutional Advancement has two primary functions. First, to lead and implement BUA's fundraising operations, which include annual giving, capital, endowment, planned giving, and stewardship programs. Second, to partner with the Head of School and Assistant Head of School for Academics and Student Affairs in the leadership of Boston University Academy through strategic implementation of Institutional Advancement efforts—fundraising, constituent relations, marketing and communications, and admissions. The Assistant Head of School for Institutional Advancement will oversee the preparation and planning for, and ultimately the execution of, BUA's first-ever comprehensive campaign in the near future. Candidates must possess strong strategic and tactical project management skills and should have at least ten years of relevant development experience.

#### **Key Responsibilities**

- Oversight and implementation of the school's fundraising operations, which include annual giving, capital, endowment, planned giving, and stewardship programs. Activities include but are not limited to: identifying, qualifying, cultivating, soliciting, and stewarding donors; continuing to develop the school's major gifts program; designing and executing prospect and donor moves management strategies; creating and

implementing short- and long-term fundraising plans; in coordination with the Director of Alumni Relations, creating programs, events, and communications designed to increase alumni engagement and philanthropic support; developing and maintaining department budgets; overseeing daily operations including database and gift acknowledgment processes; and recruiting and staffing volunteers.

- Strategic oversight for coordinating Boston University Academy's Institutional Advancement efforts—fundraising, constituent relations, marketing and communications, and admissions. Maintaining the model of a single, ongoing relationship that begins with an admission inquiry and ends when a donor gives a planned gift to the school. The Assistant Head of School for Institutional Advancement has three direct reports (Director of Alumni Relations; Associate Director of Institutional Advancement for Marketing and Communications; Assistant Director of Institutional Advancement) and collaborates closely with the Director of Admission and other institutional advancement team members to enact that vision. Ensure excellence and consistency in branding, messaging, and print and electronic collateral.
- Partner with the Head of School and Assistant Head of School for Academics and Student Affairs in the leadership of Boston University Academy.
- Serve as liaison to the BUA Head of School's Advisory Board.
- Collaborate with Boston University colleagues in the central BU Development and Alumni Relations office on integration of Boston University Academy efforts in broader institutional initiatives (example: \$1.5B campaign effort).

### **Professional Qualifications**

The ideal candidate would have the following professional qualifications:

- Ten years of development experience, preferably in an independent school setting
- Significant experience cultivating and soliciting major gifts, preferably within a campaign environment
- A firm understanding of organizing and soliciting for annual support
- Strong familiarity with best practices in development
- Experience working in development databases
- Ability to manage the Head of School's development docket
- Experience crafting long-range strategies and development plans
- Proven leadership of people and projects
- Adept at making the most of limited resources
- Embrace a metrics-based approach to fundraising
- Bachelor's degree required; master's degree preferred

## **Personal Qualities**

- Sound judgment, ability to assess and prioritize competing demands
- Highly organized: able to juggle many duties simultaneously while identifying and focusing on the mission-critical tasks, i.e., ability to get things done
- Flexible, adaptable, and proactive with an entrepreneurial spirit; willing to take risks
- Excellent interpersonal skills (in person and by phone), communication skills (verbal and written) and organizational skills
- Self-confidence, poise, presence, and a sense of humor
- Ability to listen, to learn, to delegate, and to work collaboratively
- Strong work ethic, determination, stamina, and abundant energy
- Vision, empathy, creativity, and imagination
- High level of energy and an excellent customer service ethic
- Ability to recruit, motivate, challenge, support, evaluate and mentor talented staff
- Belief in, commitment to, and ability to articulate BUA's mission
- Willingness to travel and work some evenings and weekends

## **Compensation**

Salary Grade 78. Compensation package will be competitive and commensurate with experience.

## **To Apply**

Please upload a cover letter and resume to <https://bit.ly/2GZF0uN>.