



Columbus, Ohio

Chief Development Officer

The School

Founded in 1898, Columbus School for Girls (CSG) is a premier independent all girls day school serving 561 students age three through grade twelve. The only comprehensive pre-K through grade twelve single sex school in the Columbus region, CSG provides a dynamic and welcoming environment in which girls of varying cultural and socioeconomic backgrounds, interests, and personalities are recognized for their potential and encouraged to discover, develop, and pursue their own intellects, passions, talents and skills in the absence of preconceived notions and distractions that can accompany coeducational settings. Beginning with a Reggio Emilia-based curriculum in the Program for Young Children, the school's holistic and highly interactive methodology allows for creativity, flexibility, and a personalized approach to each student's education. The rigorous academic program and robust curricular offerings challenge girls to achieve in a variety of areas while teachers provide ongoing instruction and guidance. At CSG, girls learn confidence and develop a strong sense of self, become lifelong learners, follow their passions and intellectual pursuits, and use critical thinking to become responsible, articulate, compassionate, and intelligent leaders in a variety of arenas.



Columbus School for Girls is distinguished by its dedication to cultivating and facilitating the total intellectual, emotional, and ethical growth of girls and young women. Academic achievement is highly valued within the context of ensuring the complete overall development of each student. As a result, students are encouraged to pursue and celebrate their individual interests wholeheartedly in not only academics but also in sports, the arts, service, and many other extracurricular programs. Consistent with its history,

CSG continues to purposefully cultivate an ethos that champions the intelligence, capabilities, and equality of females and provides a safe yet challenging environment in which girls can experiment and take risks in a manner that promotes their self-confidence and teaches them leadership. Close relationships between students and the collective CSG community, consisting of faculty, parents, trustees and alumnae, provide the girls with strong support,

excellent role models, and willing mentors to help guide their academic progress and personal journeys. Students are taught to share in and respect CSG's heritage and closely held traditions, which provide them with lifelong fellowship and support.

CSG is governed by a 30-member Board of Trustees. It is accredited by the Independent Schools Association of the Central States (ISACS) and holds memberships in the National Association of Independent Schools (NAIS), the National Coalition of Girls' Schools (NCGS), the National Association for the Education of Young Children (NAEYC), and the Ohio Association of Independent Schools (OAIS).

Academics and Programs



The partnership between faculty and students is fundamental to a CSG education. Teachers and girls share a passion for and commitment to ongoing learning, and adults learn *with* students rather than *teach to* them. Faculty are subject matter experts and include College Board consultants, textbook authors, college professors, trustees on various local and national boards, and presenters and contributors to national conferences and journals. Of the school's approximately 130 faculty and staff members, more than

65 percent of faculty hold advanced degrees. Small class sizes, collaboration between disciplines, and strong intellectual discourse blend with a love of children and adolescents to create a singular experience in which teachers know every girl and students develop confidence in thinking and problem solving.

The **Program for Young Children (PYC)** enrolls 78 girls in preschool and kindergarten and is known throughout Columbus for its superb Reggio Emilia program. Classrooms engage in long-term projects to explore ideas and topics that interest the students. Girls have opportunities to make meaningful connections in a setting that allows them to express their own theories, curiosity, and interpretations. Faculty are dedicated to providing a quality education for young girls and nurturing their growth as problem solvers and communicators.

The **Lower School** (Forms I – V), which includes 157 students, is a lively division that fosters curiosity, courage, adventure, and risk taking within young girls. Students' intellectual, emotional, social, and physical development is promoted through high caliber academics in a supportive environment. The Lower School curriculum is created around interdisciplinary themes, which enable teachers to provide authentic, hands-on experiences centered in the homeroom social studies course and extending into technology, music,



art, library, Spanish, and science classes.

The **Middle School** (Forms VI – VIII), with nearly 130 students, is a community of learners connected through advisories and interdisciplinary teams. Students are challenged to excel beyond basic understanding and knowledge collection to cultivate analytical skills that will prepare them for greater life experiences. The core curriculum of language arts, mathematics, science, and history are augmented by classes in physical education, art, music, technology, health, and drama.



The **Upper School** (Forms IX – XII), comprised of 197 girls, has a sense of dynamic energy as students and teachers move from one class to another, ready to tackle the day's academic challenges. Learning and teaching styles vary, but all students are encouraged to view themselves as collaborators in an educational process that focuses on the development of critical thinking skills and independent thought. Sixteen Advanced Placement courses and online and independent study enrich the curriculum for girls who seek extra challenge or have a desire to pursue a specific area of interest.

Co-curricular programs and student activities are a hallmark of a girl's time at CSG. Athletic offerings develop students' physical skills, encourage wellness, and promote a sense of healthy competition and excellent sportsmanship. Drama electives thrive in Middle and Upper School, including opportunities to partner with local professional theaters. Vocal and instrumental music are integrated throughout the lower to upper grades, with offerings in various strings, band, and choir ensembles in the upper grades. The visual arts aim not only to sharpen girls' artistic skills but also to help each student to find a comfortable level of personal artistic expression and appreciation and to understand the relevance of the arts in the world around her. Beyond the arts and athletics are a variety of clubs and other activities, such as exchange programs, student publications, student council, service opportunities, and after-hours programs in the Lower and Middle Schools.



Girls graduate from Columbus School for Girls with the skills and confidence to attend the top colleges and universities in the country. Recent matriculations include Bowdoin College, Duke University, Vanderbilt University, Vassar College, Howard University, Northwestern University, Claremont McKenna College, and Yale University, to name a few. In the 2014-2015 school year, nine students were recognized by the National Merit Scholarship program.

The Opportunity

With an operating budget of \$13 million and an endowment of approximately \$20 million, Columbus School for Girls is in solid financial condition. The school is currently carrying a well-managed \$8 million debt, which was used to fund a recent construction and renovation project for a new pool and wellness center and a state-of-the-art theater. CSG's Annual Giving Campaign, which has raised in excess of \$850,000 annually over the past few years, garners participation rates close to 100 percent from trustees, faculty, and staff, and high participation from parents and alumnae. In addition, the institution just completed the second year of a new annual fundraising event, *The Scholars Gala*, which generated \$218,000 in 2014. These funds help support the school's financial aid budget, which assists in making a CSG education available to qualified, deserving families for whom it would otherwise not be an option. For the 2014-2015 academic year, over \$1,500,000 was awarded to 27% of the student body.

CSG's most recent major fundraising endeavor, the Landmark Campaign, was begun in 2008 and is in the final stages of completion. To date, close to \$13 million has been raised to help fund the capital improvements noted above. With the completion of this significant effort, it will likely be several years before the school embarks on another sizable campaign, which will probably focus on endowment. Looking forward, the Chief Development Officer will have an exciting opportunity to partner with the new Head of School, Jennifer Ciccarelli, in refining the department's vision, examining existing roles and responsibilities to ensure optimal operating effectiveness, and planning future campaigns and fundraising initiatives.



Responsibilities

As a member of the senior administrative team reporting to the Head of School, and working closely with the Board of Trustees, the Chief Development Officer will assist in advancing the mission of the school by providing strategic vision and oversight for all aspects of CSG's development programs and activities. She or he will offer leadership and guidance in cultivation, solicitation, stewardship, and the strengthening of alumnae and parent relations, both as part of the fundraising effort and in order to reinforce ties with CSG's various constituencies and the local community. This individual will lead and manage a team presently comprised of five people, including the Assistant Director of Annual Giving, the Assistant Director of Alumnae Relations, the Community Liaison and Events Manager, the Development Office Coordinator, and the Database Coordinator. Specific responsibilities include the following:

- Assessing the school's fundraising potential and developing and implementing strategic plans and programs to attract and maximize financial support.

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- Participating in the overall leadership and management of Columbus School for Girls and, in her or his role as a member of the senior leadership team, assisting in the development and implementation of the school's strategic vision.
- Supporting and guiding the Board of Trustees and volunteer leadership in outreach efforts and activities on behalf of CSG and strengthening their connection to the school and to each other.
- Overseeing all aspects of current and future campaign initiatives, including planning, goal setting, research, and volunteer training and management.
- Managing and mentoring development staff members, including setting clear objectives, providing regular feedback, and encouraging open and ongoing communication both within the office and with other key departments.
- Keeping the Head of School and the Development Committee informed with accurate and timely information regarding fundraising activities and progress against established goals.
- Strengthening the alumnae program by creating programs to foster relationships with former students and to unite alumnae, parents, and the school in a sense of shared experience and common purpose.
- Managing the day-to-day activities of the development office and ensuring that administrative systems and processes such as donor recognition, stewardship, data management, reporting, and research function smoothly and efficiently.
- Working collaboratively with the Directors of Communication and Admission to develop and maintain a comprehensive and consistent communications strategy for the school, including but not limited to print, electronic, and video publications, public relations, and online outreach.
- Being an active participant in the life of the school and strengthening relationships among and between all constituent groups in the CSG community.

Candidate Qualities

Leadership

A leadership style that is marked by communicating clearly, empowering others, and motivating and inspiring both internal and external constituents.

An energetic person who projects team spirit and has the ability to organize, motivate, coach, and focus others in pursuit of a well-developed strategic plan.

A proactive self-starter who thinks broadly and sees the “big picture,” and whose management approach promotes transparency, encourages the development and execution of new ideas, and supports prudent change.

An individual who possesses both an appreciation for the history, achievements, traditions, and aspirations of Columbus School for Girls and the ability to articulate effectively the Head of School’s vision to a diverse audience.

Experience

At least ten years in development positions of increasing responsibility within an independent school or other nonprofit organization.

Experience in all areas of a comprehensive development program, including annual, major, and planned giving; multimillion dollar endowment and capital campaigns; alumnae or member relations; donor research and stewardship; and special events.

A background that includes raising major gifts through direct solicitation as well as partnering with a chief executive and board of trustees in targeted fundraising efforts.

A history of leading a group of professionals and volunteers with a collaborative style that creates shared enthusiasm and promotes expectations of success.

A track record of creating and implementing strategies that enhance an existing fundraising effort by developing new avenues for giving, growing the number of donors, increasing the contributions of current givers, and providing clear and consistent communications regarding an institution’s character, value, mission, and needs.

Familiarity with Senior Systems a plus.

Skills and Knowledge

Broad and deep knowledge of general fundraising principles and the myriad components that comprise a successful development program.

Excellent written and oral communication skills, including the ability to speak compellingly on behalf of an organization.

Able to think strategically in order to envision, plan, execute, and achieve results in a complex institutional environment.

A proven talent in cultivating, soliciting, and stewarding leadership gifts.

The ability to build a strong department through hiring, training, mentoring, motivating, and holding accountable a team of professionals.

Adept at moving skillfully and gracefully in a variety of social settings and building meaningful relationships with a wide range of stakeholders.

Personal Attributes

A warm and engaging individual who develops rapport quickly and builds relationships with ease.

An individual who exhibits high emotional intelligence, integrity, self-awareness, a sense of humor, and the ability to receive feedback gracefully.

A good listener who is intuitive, perceptive, and able to read both people and situations well.

One who possesses the maturity and sound judgment required to engage and leverage CSG leadership and volunteers in the cultivation, solicitation, and stewardship of key prospects and donors and to work collaboratively with administration and faculty partners.

A responsive and diligent professional with a sense of urgency who appropriately balances timeliness and high-quality results.

A person who commits wholeheartedly to an institution and is excited about becoming a part of the daily life of the CSG community.

Other Considerations

Compensation: Highly competitive among comparable organizations in the region.

Travel: Moderate.

Education: Bachelor's degree required.

School Website: www.columbusschoolforgirls.org

Location: CSG is centrally located in Columbus, Ohio, the 15th largest city in the United States and the largest in Ohio. Ohio's capital city, Columbus is a vibrant, growing, world-class city that has emerged as one of the top places to live

in the country. The Columbus Region is home to five Fortune 500 companies and boasts the largest number of Fortune 1000 companies per capita in the country, all of which contribute to a highly diverse economy that has seen over \$3 billion in economic development projects since 2010 alone. Additional information about Columbus may be found at www.experiencecolumbus.com and www.columbus.org.

For more information, contact:

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