

The Bishop's School



La Jolla, California

Chief Advancement Officer

The School

Recognized as one of the leading independent schools in the nation, The Bishop's School is a coeducational, independent, Episcopal School serving 800 students in sixth through twelfth grade in La Jolla, California. Founded in 1909, Bishop's enjoys a more than 100-year tradition of excellence in education. While challenging students academically, the School also fosters the moral and ethical development that will carry students from adolescence to adulthood. Bishop's faculty members are accomplished in their fields and passionate about teaching young people, and small class sizes make possible a highly student-centered program. Indeed, the School's culture is one in which adults, from faculty to staff, keep the student experience at the center of all decision making, and community members adhere to the "Fundamental Standard" of integrity, honor, responsible citizenship and respect for the rights of others. The result is that Bishop's students not only receive an exceptional education but also develop a strong sense of self, a sense of purpose and a desire to have a positive impact on the world around them.

MISSION STATEMENT

The Bishop's School is an academic community pursuing intellectual, artistic and athletic excellence in the context of the Episcopal tradition. We are dedicated to offering the highest quality education to a diverse student body and to fostering integrity, imagination, moral responsibility and commitment to serving the larger community.

Bishop's facilities rival those of many small liberal arts colleges. The breathtaking 11-acre campus located less than a mile from La Jolla Cove is a blend of historic and contemporary buildings positioned around a large, central grass quadrangle that serves as the symbolic heart of the School. Bishop's is proud to have historically significant buildings designed by two renowned architects of the early 1900s: Irving Gill and Carleton Monroe Winslow. Among the facilities are St. Mary's Chapel; six classroom buildings; the 22,000-square-foot Manchester Library & Learning Center; the Michael & Marlene Teitelman Science Center, home to classrooms, various laboratories and the 150-seat Geier Family Presentation Hall; and Ellen Browning Scripps Hall, which houses the kitchen and dining facilities, music studios, classrooms and



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offices. An art center includes studios for various media and a fully-equipped darkroom, and the Taylor Performing Arts Center is a 150-seat teaching facility and theater. Athletic facilities consist of the Eva May Fleet Athletic Center, home to a modern gymnasium and health and fitness center; the Fowler Athletic Complex, which features the Hunte Fields with artificial turf and batting cages; the five courts of the Douglas F. Manchester Tennis Center; the McCain Family Aquatic Center, with coach offices, changing facilities, and a 25 yard x 30 yard pool; and the Alex G. Spanos Field, an off-campus athletic facility located at Kate Sessions Elementary School.



Bishop's comprehensive curriculum incorporates courses in science, math, history, the arts, world languages, computer science, physical education and health, as well as religion and ethics. The program inspires students' passions and helps them find their voice, prepares them for further academic study and equips them with foundational life skills. Through visual and performing arts opportunities—ranging from introductory classes in middle school to advanced and audition-only programs in upper school—students explore their creativity, shape their artistic vision, and hone their craft in dance, theater, vocal and instrumental music, drawing, painting, sculpture, photography and digital media. Eighty-five percent of students participate in Bishop's robust athletics program, which emphasizes integrity and fosters a love for fitness, teamwork and healthy competition. Thirty-one middle school teams and 36 upper school teams compete in water polo, soccer, baseball, basketball, volleyball, football, softball, tennis, lacrosse, field hockey, golf, cross country, and track and field.



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A commitment to 21st century citizenship permeates the entirety of the program. Bishop's honors and embraces diverse identities and fosters a physically and emotionally safe community in which different experiences and opinions are respectfully expressed and heard. Through the service program, upper school students work with service organizations of their choice throughout the school year and share and reflect on their personal service journey. As an institution, Bishop's has demonstrated a commitment to sustainability with solar panels on several buildings and efforts to reduce water consumption and waste.



The Bishop's School is committed to students' spiritual development through active support of diversity, equity, inclusion, and justice. As an Episcopal school, Bishop's values intentional pluralism and honors differences by inviting the varied stories and histories of its community members. The chapel program represents the richness of the beliefs and interests of the student body and reflects the holidays and traditions of many religions.

Bishop's graduates are well prepared to continue their education at top institutions of higher learning. The 127 members of the Class of 2020 received 591 offers of admission to 171 colleges and universities, representing a broad range of schools in the United States and internationally. They matriculated at 62 different institutions.

**BISHOP'S
AT A GLANCE**

Location: La Jolla, California
(10 miles north of San Diego)

Founded: 1909

Enrollment: 800

Grades: 6-12

Head of School: Mr. Ron Kim
(appointed 2019)

Board of Trustees: 28 members

Total Faculty and Staff: 200

Budget: \$34 million

Endowment: \$61.2 million

Annual Giving: \$1.46 million

Debt: \$17.1 million

Tuition: \$38,310

Financial Aid: \$3.5 million
granted to 20% of the student
body

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The Opportunity

The Bishop's School has benefited from the generous financial support of parents, trustees, alumni and other community members over the course of its history. The endowment currently stands at just over \$61 million and the Annual Giving Program, which has enjoyed an impressive parent participation rate of 98 percent, had raised \$1.46 million at the end of fiscal year 2019-2020. This year's auction, held virtually in the spring due to the pandemic, yielded record-breaking support, netting over \$1 million dollars. Previous years also reveal an impressive pattern of giving. Between 2014-2019 two consecutive major campaigns were conducted. Together these initiatives raised more than \$30 million, adding approximately \$19 million to the School's endowment and funding a new library and learning center.



During the spring of 2020, The Bishop's School engaged Marts & Lundy to conduct an audit of the advancement program. This comprehensive assessment was designed to highlight areas that were working well and to identify opportunities to further strengthen the School's culture of philanthropy. In addition, the study examined the organization's structure, reporting relationships, strategies for gift cultivation, and administrative systems and procedures. The resulting findings yielded several recommendations, including a significant reorganization of the department in order to broaden and deepen the advancement effort. Among the suggested changes were redefining responsibilities among the existing advancement staff; creating two new positions responsible for major gifts and parent engagement respectively; and developing a well-defined strategy to ensure that the efforts of the advancement program are clearly aligned with the School's overarching mission. The consulting firm also recommended shifting the marketing and communications function to the head of school's senior leadership team.

Bishop's new chief advancement officer will join a thriving institution that is happy, healthy and financially stable. The CAO will work alongside committed team members, volunteers and others in the broader school community to maximize the organization's already-strong-philanthropic efforts. Of particular note is the 2019 arrival of Head of School Ron Kim, who is poised to play a critical role in strengthening existing relationships as well as assisting the advancement team in developing strategic goals and initiatives for the future. Accordingly, the chief advancement officer position represents an exciting opportunity for an experienced development professional to have a significant impact on the School's ability to fulfill its mission both now and in the years to come.

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Responsibilities

Reporting to the Head of School, the chief advancement officer is accountable for conceiving and implementing plans and strategies that foster productive and positive relationships between Bishop's constituencies and the School. The CAO will oversee every aspect of the School's fundraising program and collaborate closely with the Head of School, Board of Trustees, and other key senior administrators on institutional planning. The chief advancement officer will manage a team of nine people responsible for major gifts, annual giving, alumni relations, parent engagement, advancement services, event coordination, and administrative support.

Specific duties will include, but not be limited to, the following:

- Ensuring that all advancement functions perform optimally in support of the School, including the annual fund, alumni relations, major donor cultivation and solicitation, parent relations, database management, prospect research, stewardship, and gift acknowledgement.
- Participating in the overall leadership and management of Bishop's and, as a member of the senior leadership team, assisting in the development and implementation of the School's strategic vision.
- Creating strategies and programs to expand and strengthen the School's current base of philanthropic support, including an anticipated capital campaign.
- Acting as a strategic partner with the Head of School in identifying and cultivating relationships with high-capacity potential donors, and growing the School's philanthropic base both by approaching prospective major donors directly and by supporting the Head of School and trustees in their targeted fundraising efforts.
- Strengthening the department's infrastructure by guiding the present staff, recruiting new members into strategic positions as necessary, and making certain that roles and responsibilities are aligned appropriately with personal strengths and skill sets.
- Utilizing technology creatively and effectively and ensuring that administrative systems and procedures such as database management, moves management, stewardship, and prospect research perform optimally.
- Sustaining the high profile of the Advancement Department within the School both by educating community members about how philanthropy supports Bishop's ultimate mission and goals and by maintaining a high level of involvement in the daily life of the School.

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Candidate Qualities

Leadership

A servant leader whose genuine commitment to Bishop's mission and excitement about the impact of philanthropy on students' lives inspires and generates the support and enthusiasm of others.

A strategic thinker who has the intellectual curiosity, vision, and creativity to anticipate future needs and to modify the School's advancement plan accordingly.

A committed supporter of diversity, equity, and inclusion and demonstrated skills in these areas.

A proactive self-starter who thinks broadly and sees the "big picture," and whose professional interactions promote transparency, encourage the development and execution of new ideas, and support prudent change.

A leadership style marked by communicating clearly, empowering others, setting high standards, and motivating both internal and external constituents.

Management skills that allow one to oversee, motivate, and delegate effectively to a team while retaining ultimate responsibility for the department's success.

A talent for creating a collaborative environment and serving as a mentor to new and existing staff in all areas of advancement.

An individual who appreciates Bishop's history and traditions and is able to articulate the School's values and aspirations to current stakeholders and external audiences.

A visible leader who is engaged in the daily life of the School community and embraces the role as one of the key "faces" of The Bishop's School.

Experience

A minimum of eight years in fundraising positions of increasing responsibility in an independent school or other not-for-profit organization.

Experience in all areas of a comprehensive fundraising program, ideally including annual, major, and planned giving; planning, executing and playing a leadership role in both capital and endowment campaigns; alumni relations; donor research and stewardship; and special events.

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A track record of creating and implementing strategies that enhance and strengthen an existing fundraising effort by developing new avenues for giving, growing the number of donors and increasing the contributions of current givers.

Demonstrated success in fundraising with high net worth individuals coupled with a nuanced understanding of donor cultivation and major gift solicitation within and among culturally and socioeconomically diverse constituencies.

A background that includes recruiting, leading, managing, and empowering a team during a time of transition and growth.

Skills and Knowledge

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

Strategic planning skills marked by creative thinking, research and analysis, critical reflection, tough-mindedness, and practical execution.

Adept at moving comfortably in a variety of social settings, building meaningful and lasting relationships with people from varying backgrounds, and bringing together diverse constituencies with a sense of common purpose.

The emotional intelligence to understand the preferences and motivations of donors and the creativity and flexibility to design initiatives that facilitate their giving.

An ability to build a case for philanthropy with a wide range of constituents and to educate parents, alumni and other potential stakeholders about the importance of giving.

Excellent written and oral communication skills, including the ability to speak compellingly in support of the School and its mission.

Personal Attributes

A generative thinker who inspires and motivates others to envision innovative approaches to new opportunities as well as to develop and execute creative ways to strengthen existing programs.

A warm and engaging individual whose blend of confidence and humility helps to develop rapport quickly, to build authentic relationships, and to handle difficult situations with diplomacy and grace.

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One who possesses the maturity, authority, and sound judgment required to engage with and leverage School leadership and volunteers in the cultivation, solicitation, and stewardship of key prospects and donors.

An approachable, upbeat and expansive person whose passion for Bishop's mission and commitment to sustaining the School's institutional strength engender enthusiasm and financial support from current and new donors.

Other Considerations

Compensation:	Highly competitive with comparable organizations in the region.
Travel:	Minimal.
Education:	Bachelor's degree required.
Website:	www.bishops.com

For more information, contact:

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The Bishop's School promotes an inclusive and compassionate community of students, faculty, staff, administrators, parents, trustees, and alumni. We honor and embrace diverse identities such as age, culture, ethnicity, family structure, gender and gender identity, group affiliation, national origin, physical and mental ability, race, religion, sexual orientation, and socioeconomic status. Because diversity enriches the exchange of ideas, we foster a physically and emotionally safe environment in which different experiences, thoughts, and opinions are respectfully expressed and respectfully heard. Such an environment allows every individual to thrive in and contribute to our global community.