



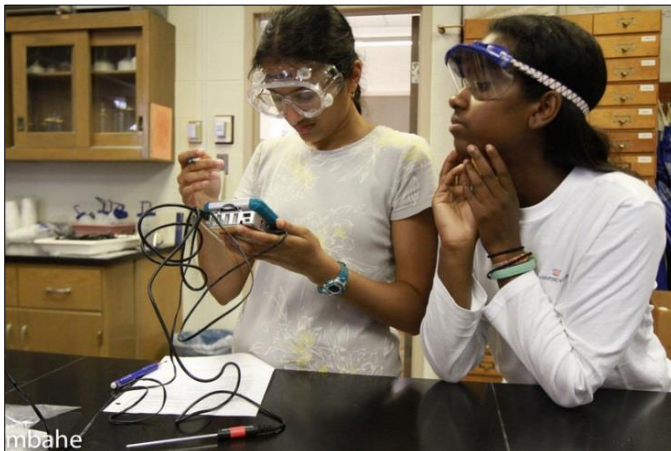
## DIRECTOR OF DEVELOPMENT POSITION GUIDE

*"John Burroughs School seeks to instill the joy of living through active learning,  
integrity and service to others."*

### ABOUT JOHN BURROUGHS SCHOOL <http://jburroughs.org/>

Established in 1923, John Burroughs School is an independent, coeducational, college preparatory day school located in St. Louis, Missouri. The school currently enrolls 600 students, grades 7 through 12.

The Burroughs experience is distinguished by objectives set by the school's founders, including a mix of informality, community service and traditions such as morning assembly and family-style lunch which bring the community together daily. The academically rigorous liberal arts curriculum is balanced by extensive opportunities in athletics as well as the fine, practical and performing arts. A premium is placed on ethics, diversity, student government, outdoor education and a variety of international programs. Students engage in more than four dozen student-run, faculty-sponsored activities, including traditional student publications, the International Model United Nations program, and clubs, ranging from diversity to cheerleading, chess to film.



The world-class faculty average more than 18 years of teaching experience and 82% hold advanced degrees. The average class size is 13, and the student-to-faculty ratio is 7:1. This allows for close interaction with students in an atmosphere that fosters independence while providing individual academic and personal support. Twenty-seven members of the class of 2016 (102 students) are National Merit Scholarship Semifinalists and another 14 have

earned Letters of Commendation. Graduates matriculate to more than five dozen colleges nationwide. The top college choices for the past ten years have been Washington University in St. Louis, Indiana University, Vanderbilt University, Harvard University and University of Missouri-Columbia.

The school operates on a budget of \$19.18 million and depends on tuition to cover 78% of operating expenses. More than 22% of Burroughs students receive tuition assistance, and in the

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last fiscal year the school awarded more than \$2.4 million in aid. Other major sources of support include interest from the endowment, valued at more than \$47 million, and the Annual Giving program, which raised \$2.3 million in the 2014-2015 campaign, with participation from 94% of parents and 32% of alumni.

### THE POSITION

An experienced, systems-oriented and relational fundraising professional, the Director of Development reports directly to the Head of School and provides daily management of Burroughs development programs, including Annual Giving, alumni relations, donor relations, major giving, planned giving and development support services. The Director of Development and the Director of Communications & Community Relations lead and manage an eight-member team that includes:

- Assistant Director of Development, Annual Giving (pt)
- Assistant Director of Development, Donor Relations & Planned Giving
- Assistant Director of Development, Alumni Relations
- Editor & Advertising Coordinator (pt)
- Development Administrative Assistant
- Alumni & Communications Assistant (pt)
- Alumni & Communications Administrative Assistant (pt)
- Database Coordinator

This person will provide strategic direction to the fundraising and alumni relations team and implement the systems and practices necessary to move toward a more formal major gifts effort while maintaining excellence in the school's historically strong annual fundraising.

In 2014, the school completed The Campaign for Burroughs, which raised more than \$53 million to transform the campus. The campaign enabled the construction of a new performing arts center and athletic center, renovation of the student Commons, expansion of the student Quadrangle and a substantial contribution to the school's endowment. The new Director of Development will develop and implement a comprehensive and effective plan that seeks to strengthen annual, major and planned giving programs and cultivate new donor relationships as the school looks toward a capital campaign, culminating in the 2023 Centennial celebration.



The Director will strengthen the development team's ability to research and identify prospective supporters and meaningfully engage alumni. S/he will be an enthusiastic face for Burroughs and become a known and trusted leader to students, faculty, alumni, parents and supporters of the school.

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### RESPONSIBILITIES

The Director of Development has the following primary responsibilities:

- Working closely with the Director of Communications & Community Relations, provide daily management of staff and programs to ensure annual goals and objectives for development and alumni relations are met;
- Lead the effort to implement a structured, formalized approach to relationship management and major gift fundraising;
- In partnership with the Head of School, develop and implement a comprehensive development plan that supports the school's strategic priorities;
- Implement and maintain a comprehensive prospect research program;
- Maintain an active portfolio of major gift prospects to cultivate and solicit;
- Collaborate with the Assistant Director of Development, Annual Giving, to develop objectives, strategies and new ideas to maintain and grow the Annual Giving program;
- Work with Alumni Relations staff to develop objectives, strategies and new ideas for the alumni relations program;
- Work closely with the Assistant Director of Development, Donor Relations & Planned Giving to develop new strategies and tactics for identifying and pursuing opportunities for bequests and other planned giving commitments;
- Oversee and direct staff support services necessary to meet fundraising objectives including record keeping, reporting systems and prospect research and management;
- Provide systematic advancement planning and reporting, including items such as budgets, status reports and annual reports.



### QUALIFICATIONS

The ideal candidate will possess many of the following professional and personal qualifications:

- A strong passion and commitment to Burroughs' mission and values;
- At least ten years of professional advancement experience in (1) staff management, (2) annual, major and planned giving, including solicitation of gifts up to six- or seven-figures and (3) development of strategies for cultivating and soliciting high-level donors;

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- Familiarity with the independent school culture, having worked at or attended an independent school;
- Ability to manage, motivate and retain a development team that strives to achieve and exceed goals, leading by example in a visible, open and transparent manner;
- Demonstrated success in working closely with a committed and engaged Board and volunteers;
- Broad experience and skills in fiscal management, fundraising analysis and planning;
- Strong motivational and interpersonal skills that value and model excellence and integrity;
- Excellent communication skills, including strong written, verbal and presentation skills;
- Superb social skills and desire to engage with current and potential donors and maintain a consistent presence in the philanthropic community of St. Louis;
- Ability to manage, mentor, and work collaboratively with persons across disciplines and at all levels, both within and outside the organization;
- Ability to travel on behalf of Burroughs;
- A bachelor's degree (advanced degree preferred).

**APPLICATION**

John Burroughs School has engaged Campbell & Company to conduct a nationwide search for its new Director of Development. This search is being conducted by Kris McFeely, Senior Consultant, and Daniel Fissinger, Associate Consultant.

To be considered for this opportunity, please send resumes and letters of interest to:

**Daniel Fissinger**

Associate Consultant, Executive Search  
[daniel.fissinger@campbellcompany.com](mailto:daniel.fissinger@campbellcompany.com)

(P) (312) 506-0062

**Campbell & Company**

One East Wacker Drive, Suite 2100  
Chicago, IL 60601  
[www.campbellcompany.com](http://www.campbellcompany.com)

*John Burroughs School makes all hiring decisions on the basis of the individual's qualifications to contribute to Burroughs' educational objectives and institutional needs. The school does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, age, genetic information, veteran status, national or ethnic origin, or disability.*