



Vermont Academy

Director of Advancement

Start Date: July 2025 (or earlier depending on candidate availability)

Location: Saxtons River, Vermont

Reports To: Head of School

Supervises: Director of Alumni Engagement, Director of Annual Giving, and Advancement Support Staff

Mission: *A nurturing home that inspires trailblazers to advance our world*

Purpose: *Vermont Academy is a small secondary school, primarily boarding in nature, that sees the potential and value of every student and prepares them to thrive in college and life.*

The Opportunity: What Will You Do & How Will We Partner?

The Director of Advancement at Vermont Academy will play a pivotal role in shaping the school's future by cultivating relationships, building philanthropic culture, and securing the resources necessary to fuel innovation and opportunity across our vibrant community. As a member of the Senior Administrative Team, the Director of Advancement reports directly to the Head of School and collaborates closely with trustees, faculty, staff, alumni, parents, and community partners.

This role leads and manages a dynamic three-person advancement team that includes a **Director of Alumni Engagement** and a **Director of Annual Giving**. Together, this team is responsible for building the school's culture of giving and deepening connections across all constituencies.

Vermont Academy is in a period of exciting evolution—guided by a bold strategic plan, growing enrollment, and a vision to honor its 150-year legacy by preparing students to lead with ingenuity, independence, and environmental stewardship. The Director of Advancement will help lead a multi-phase comprehensive campaign and strengthen all aspects of advancement—including annual giving, major gifts, alumni and parent engagement, and planned giving.

This is a mission-driven leadership role for a relational and results-oriented advancement professional who believes in the transformational power of a Vermont Academy education—and wants to help ensure it's accessible and enduring for generations to come.

Your Core Responsibilities

As Director of Advancement, you will:

Fundraising & Philanthropy

- Lead all fundraising efforts, including a multi-year comprehensive campaign supporting endowment, capital, and operating priorities.
- Expand and diversify philanthropic revenue streams: unrestricted annual giving, major gifts, capital gifts, and planned giving.
- Personally manage a portfolio of donors and prospects, cultivating and stewarding relationships with individuals and foundations.
- Collaborate with the Head of School and Board Advancement Committee to set philanthropic strategy and engage trustees in active cultivation.

Team Leadership & Advancement Operations

- Lead, mentor, and manage the advancement team, including the **Director of Alumni Engagement** and **Director of Annual Giving**, providing clear direction, accountability, and professional growth opportunities.
- Set annual and long-range advancement goals aligned with Vermont Academy's strategic plan.
- Oversee advancement operations, including donor database systems, gift processing, financial reporting, and stewardship activities.
- Manage advancement communications and marketing in collaboration with the Communications Office.

Alumni & Community Engagement

- Strengthen alumni programs to deepen engagement and encourage lifelong connection to VA.
- Build meaningful volunteer and engagement opportunities for current parents, alumni parents, and friends of the school.

- Partner across departments to bring a spirit of philanthropy to student life, faculty development, and external relations.
 - Design and support signature events (reunions, receptions, dedications, milestone anniversaries).
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The Vermont Academy Team Member: Who Are You?

You are:

- A compelling relationship-builder who leads with warmth, integrity, and intentionality
- A strategic thinker who also rolls up your sleeves to get things done
- A values-aligned collaborator who is energized by working in a tight-knit community
- A lifelong learner who thrives in an evolving environment
- A strong writer, storyteller, and listener who communicates with authenticity

You bring:

- Deep appreciation for Vermont Academy's mission and its transformative impact on young people
 - At least 5 years of relevant fundraising or advancement experience, preferably in an independent school or non-profit setting
 - Experience designing and executing annual and/or capital campaigns
 - Demonstrated ability to lead and manage teams
 - Familiarity with fundraising databases (e.g., Raiser's Edge, Blackbaud, etc.) and donor stewardship best practices
 - A Bachelor's degree (required); advanced degree preferred
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About Vermont Academy: Who Are We?

Founded in 1876, Vermont Academy is a small New England boarding and day school nestled in the foothills of the Green Mountains. Rooted in four pillars—**Land, Community, Ingenuity, and Independence**—VA's program blends rigorous academics with outdoor education, innovation, and a profound sense of belonging.

Our students are encouraged to **be true to their best selves**, and our educators create space for students to lead, explore, create, and thrive. We teach by doing. We believe knowledge can't change the world if it's left inside

a book. And we believe that personalized education is not a luxury—it's what prepares students to shape a better future.

The 2021–2026 Strategic Plan prioritizes:

- Experiential and applied learning in STEM, environmental science, and entrepreneurship
 - Personalized pathways, including MAPS (My Action Plan for Success), internships, and independent projects
 - A healthy, values-driven student life and deep commitment to DEI
 - A bold advancement campaign supporting VA's 150th Anniversary in 2026
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Our Commitment to Belonging

Vermont Academy actively seeks to build and sustain an inclusive and equitable working and learning environment. We believe every member of our team enriches our community by bringing a broad range of identities, perspectives, and experiences to the work of teaching and learning. We value the whole person and strive to reflect that in how we work, live, and grow together.

To Apply

Candidates interested in this position are asked to submit the following materials:

- EC Candidate Summary Sheet (Contact a consultant, below, for this document)
- Letter of Interest, addressed to the incoming Head of School Michael Peller
- Current résumé
- Statement of Educational Leadership philosophy
- A list of five or more professional references with contact information (including phone numbers and email addresses)
- EC Disclosure Form (Contact a consultant, below, for this document)

Please send any inquiries, nominations, referrals, or expressions of interest electronically and in confidence to:

Tracy Bennett, Partner, tbennett@educatorscollaborative.com