

Porter-Gaud School at a Glance

Founded:	1867
Grades:	Grades K through 12
Total Student Enrollment:	940
Number of Faculty & Staff:	95 full-time teachers, 65% of whom hold masters degrees or higher
Endowment:	Five Million
Campus:	70 acres on Albemarle Point
Accreditations:	SAIS SACS

www.portergaud.edu

Application for Director of Development

Interested candidates should submit by November 15, 2005 a cover letter, résumé, brief description of leadership style and educational philosophy, and a list of six references with contact information to:



**Mary Kesler, President
The Education Group**

5952 Royal Lane, Suite 161 ? Dallas, TX 75230
800-369-9102 ? FAX 214-369-4979
mary@educationgroup.com

Salary is competitive and commensurate with experience; the benefits package is generous.

Porter-Gaud School does not discriminate on the basis of race, sex, or national origin in its hiring, admission of students, or the implementation of its policies and programs.



Opening for
Director of Development
Porter-Gaud School
Charleston, SC



The Position

Recognized as one of the outstanding independent schools in the Charleston area, Porter-Gaud presents an exceptional professional opportunity in announcing its opening for a Director of Development. This position is a critical one for this well established K-12 independent day school of 940 students. The position calls upon the full range of development expertise; among the areas of responsibilities are the following:

- Annual Fund
- Donor research
- Donor solicitation
- Planned giving
- Support for the Parents Association in their fundraising and booster club activities
- Work with the Alumni Association including strong contact with the Porter Military Academy Alumni group
- Strategic planning for Porter-Gaud's development activities and office
- Participation with the school's senior administrative team
- Development Office administration
- Publications

By many standards, Porter-Gaud's development efforts have been most successful. Capital improvements during the last several years have included funding for new constructions: gymnasium, cafeteria, a kindergarten building, new traffic patterns, and covered walkways and terraces. The Annual Fund has generated over \$450,000 in revenues and expects to top the \$500,000 figure for the coming year. Notable in Annual Fund giving is 100% participation by faculty and staff this past year, and parent giving has grown from a modest level to 47% participation. The endowment is \$5 million. The Development Office team is a staff of four. Most of the office energies focus on the Annual Fund and other school fundraising events; two staff members devote their time fully to these areas. Another works with publications. In addition, one person is responsible for database management, keeping records up-to-date using the school's development software, Razor's Edge.



Qualifications for the Director of Development

While a number of development initiatives have provided resources for the school's growth in both bricks and mortar and in programs, the need to expand non-tuition revenues is essential. The loyalty and generosity of parents and alumni have funded a number of capital needs. However, it is clear that a defined long range plan for development is a major requirement for the school if it is to be strategic rather than reactive in development efforts. The following are qualities and qualifications which will be sought in the new appointee:



- Experience as a development professional, preferably at an independent school
- The vision and personal skills to conceive and implement a strategic plan for development activities
- The ability and willingness to solicit gifts — to participate in making the “ask”
- A collaborate approach to management and leadership; the ability to guide a strong staff and interact effectively with the school's administration, faculty, and board
- A knowledge of and an ability to implement planned giving and innovative fundraising initiatives
- The personal charisma and interpersonal skills to “tell the story” of Porter-Gaud and extend its visibility in the Charleston area
- The interests and abilities to cultivate alumni support, to bring alumni into the school's day-to-day life as well as its giving, and to further the relationship and loyalty of Porter Military Academy alumni
- Strong communication skills, both written and oral
- The sensitivity to understand and honor the traditions of the school
- An ease/familiarity with the wider community of Charleston
- A “roll up your sleeves” approach to involvements at the school as both a development professional and a member of the school community

The School Community

Established in 1867, Porter-Gaud is rich in tradition. Originally Porter Military Academy, Porter-Gaud became a coeducational school in 1965. Its mission:

Porter-Gaud School is a coeducational, independent, college-preparatory day school. In accordance with our ties to the Episcopal Church, we acknowledge the sovereignty of God, recognize the worth of the individual, and seek to cultivate a school community that endows its citizens with a foundation of character and intellect. Porter-Gaud fosters a challenging academic environment that honors excellence in teaching and learning, respects differences, expects honesty, and applauds achievement. The school strives to create an environment that nurtures and protects what we value most in our children: their faith, their curiosity, their talents, their integrity, their humanity, and their dreams.

Administration and Faculty

The Director of Development serves on the school's senior administrative team which includes the Head of School, Associate Head, Business Manager, Development Director, Athletic Director and the Principals of the Lower, Middle, and Upper Schools. Like most independent schools, Porter-Gaud is governed in policy and finance by a Board of Trustees. Its board numbers 23, and the Development Director will work closely with the Board (particularly its Development Committee) and the Head of School in orchestrating development efforts. The school's faculty, with whom the Director of Development also interacts frequently, is an impressive group with 65% of its 95 members holding advanced degrees.

The Student Experience

The heart of the school, of course, is its students. Porter-Gaud is fortunate to have many families come in the early grades and continue through grade 12, creating a strong sense of community across all grade levels. The *Lower School* includes students in kindergarten through grade 5. The Lower School curriculum develops strong basic skills and incorporates interdisciplinary studies to develop students abilities in problem solving and critical thinking. For students in the *Middle School*, grades 6 through 8, emphasis is placed upon a mastery of basic subject matter, yet the curriculum is designed to stimulate thinking and broaden perspectives. As in all divisions, the maximum class size of 20 students ensures that Middle School students receive lots of individual attention. *Upper School* includes grades 9-12. Instruction in the traditional college preparatory subjects is supplemented by Advanced Placement classes in ten subject areas. Statistics place Porter-Gaud at the top of South Carolina schools in the percentage of National Merit Semifinalist recognitions. More than 60 extracurricular offerings and community service activities enrich the program for Upper School students and 38 varsity/junior varsity teams are offered.

The Campus

One of Porter-Gaud major assets is its campus. Located on Albemarle Point, a short 5-minute drive from the center of Charleston, the 70-acre campus is valued at \$70 m. The school's original downtown campus is now a designated historic landmark. When the school relocated in 1965 to the current campus, it became a coeducational, independent day school. Today it continues its historic ties to the Episcopal church, but it no longer provides a military education.



Another of Porter-Gaud's great assets is its Charleston setting. With a population of approximately 500,000 people, Charleston is one of the South's prettiest and best preserved cities. Beautiful homes, cultural offerings, and a strong educational community, all contribute to a very appealing quality of life. It is a place with a small-town feel, yet it offers the amenities and cultural attractions of a much larger city. Additionally, Charleston's coastal location and temperate climate make it an irresistible draw for many new families.