



Chief Advancement Officer  
Prospect Hill Academy Charter School  
Cambridge, MA | Spring 2019

**Katharine Kaplan**

**VICE PRESIDENT**

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**BOSTON | NEW YORK**

**Prospect Hill Academy Charter School, a nationally ranked college preparatory school, seeks an experienced, goals-driven Chief Advancement Officer to set the vision and strategy for the School's development efforts.**

### **About Prospect Hill Academy Charter School**

One of the oldest and largest Massachusetts charter schools, Prospect Hill Academy (PHA), located in Somerville and Cambridge, serves nearly 1,200 students in grades K to 12 from diverse racial, ethnic, and socio-economic backgrounds. 55% of PHA's students are black, 21% are Hispanic, 13% are white, 8% are Asian, and 3% are of mixed or other races. 63% are low-income, and 47% come from homes where English is not the primary language spoken.



As a college preparatory school, PHA focuses on teaching students the academic knowledge and skills and the social and emotional competencies required to succeed in college and beyond. That means, in addition to engaging students in a rigorous, culturally relevant, and differentiated curriculum, PHA ensures their students develop effective college-going habits and participate in a strong and caring school community based on Restorative Justice practices.

PHA's approach is effective. Over 95% of PHA graduates matriculate to college (most being the first in their families to do so); PHA has consistently placed in the top 4% of all U.S. high schools per *U.S. News & World Report*, and *Boston Magazine* placed PHA among the top ten charter schools in Massachusetts.

Prospect Hill Academy Charter School aspires to be a culturally proficient community of learners where all members are engaged, feel inspired, and succeed. All PHA students, through developmentally appropriate and research-based teaching and learning practices, are equipped with knowledge, skills, and habits of mind necessary to succeed in college and at whichever career paths they choose to pursue.

### **About Philanthropy at Prospect Hill Academy Charter School**

Prospect Hill Academy is funded by per pupil fees and private philanthropy. The majority of PHA's funders have been individuals, corporations, and foundations that focus on supporting the growth of education organizations. There is considerable potential for discovery and engagement of more high net-worth individuals, as well as myriad opportunities for new and expanded partnerships with the foundation and corporate communities. PHA is well equipped for a talented, incoming Chief Advancement Officer to take on these areas of untapped potential.

There is significant Board and leadership investment and prioritization of building the School's philanthropic capacity. The continued investment in growing the development department and fundraising operation is core to the School's growth strategy. As PHA looks towards the future, the School is looking to develop a more diversified funding base, both in the number and type of donors.

## About the Position

In the first three months, the Chief Advancement Officer will be responsible for conducting a comprehensive assessment of the School and presenting recommendations for new goal setting and achievement. The Chief Advancement Officer (CAO) will lead all fundraising efforts for Prospect Hill Academy, including individual and corporate giving, state and federal funding opportunities, and the design and execution of potential capital campaigns. As the first-ever C-level development leader, the CAO will set the vision and strategy for development efforts. The CAO will also serve as a frontline fundraiser, building and maintaining relationships with key stakeholders to generate revenue to accelerate PHA's impact. The Chief Advancement Officer will report directly to the Head of School.



## Key Responsibilities

- Oversee all efforts to meet PHA's philanthropic income projections through direct fundraising and supervision of development department activities, with the goal of maintaining and diversifying PHA's annual fundraising target
- Identify, cultivate, and steward new and existing individual, foundation, government, and corporate donors, and build on current stewardship activities to deepen relationships with current donors
- Provide strategic guidance to the leadership team and board, identifying key opportunities and strategies to increase revenue across all channels of philanthropy (including capital campaigns)
- In partnership with the Director of Development, oversee strategy and execution of all high-profile philanthropic events, showcasing PHA's work
- Oversee all grant proposals, with a focus on bringing in new institutional funders
- Serve as a senior leader for the School, contributing to key decisions, including PHA's strategic plan and future growth
- Manage an established development department and collaborate with key stakeholders across the organization (including the Head of School and Board)) to achieve fundraising goals

## Key Qualifications

- 7+ years of development/fundraising experience
- Experience managing capital campaigns and a proven track record in major gift cultivation and solicitation, raising at least \$1M annually
- Demonstrated success in managing complex national and federal grants
- Exceptional interpersonal and communication skills, including an ability to sell the School to an external audience



- Strategic planning ability, organization, and discipline as well as the ability to chart a course of action, establish measurable deliverables, and stay the course
- An “outcome orientation” with the ability to effectively manage multiple responsibilities while maintaining the big picture as it relates to PHA’s mission and financial success
- Demonstrated collaborative management abilities
- Passion for and commitment to education and to creating opportunity for all students
- A strong belief in Prospect Hill Academy’s core values and mission

## Equal Opportunity Employer

**Prospect Hill Academy Charter School is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender, sexual orientation, gender identity, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation or disability, as defined and required by state and federal laws.**

Please email your cover letter and resume in confidence to:  
[ProspectHillCAO@developmentguild.com](mailto:ProspectHillCAO@developmentguild.com)

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For more information about Prospect Hill Academy Charter School please visit [www.phacs.org/](http://www.phacs.org/)  
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### About Development Guild DDI

Development Guild DDI is a nonprofit leadership development consulting firm that provides nonprofit executive search, fundraising counsel, and campaign services. We bring a powerful combination of discipline and innovation to every client engagement, delivering solutions that are both strategic and deeply rooted in experience and analysis. Drawing upon more than 2,500 client engagements and 40 years working in every nonprofit sector, our collaborative approach is distinguished by candid dialogue and supported by cutting-edge technology. We commit to understanding and respecting your unique culture and to translating that knowledge into viable solutions.

