



# Director of Development Search

Early Childhood - 12

Midlothian (Richmond Area), Virginia



July 2024 Appointment

Lead Consultant  
**Tim Viands**

# School Overview

Millwood School is a college preparatory, independent co-ed day school serving students from four years of age to twelfth grade.

Located in Midlothian, VA, the school provides a strong core curriculum that is enhanced by many special subjects and integrated with a variety of extracurricular activities.

From arts to athletics, and clubs to community service, the school seizes every opportunity to provide consistent character education that prepares their students for lives of meaningful impact.

## Mission Statement

The mission of our school is dedicated to the growth of each student in a supportive environment that challenges the intellect, develops the body, and fosters moral values



## Philosophy

Millwood believes that each child is unique and that no two children learn in exactly the same way.

## Vision Statement

Millwood School produces accomplished, well-rounded, and resourceful graduates, who measure up to their potential, lead principled lives, and strive to make the world a better place.



## The Program

Millwood School's unique learning environment provides students with the tools necessary for academic excellence. Every grade level has a rigorous core curriculum of language arts, mathematics, science, and social studies. The core curriculum is enhanced with instruction in world languages, technology, art, music, library skills, and physical education.

Millwood views these courses as integral parts of the curriculum. The integrated curriculum offers a richly-textured, dynamic, and flexible course of study that promotes intellectual growth and creativity. Students express what they've learned through leadership and participation in public speaking, concerts, plays, our whole-school weekly meeting, and other events.

Millwood students embark upon an educational journey that empowers them to take an active role in their learning. Students are given opportunities to set goals, reflect on their progress, and demonstrate their understanding of concepts; building their confidence as learners and leaders. Students are provided with recurring exposure to foundational skills each year, allowing them to expand and deepen their knowledge-base. This opportunity develops positive work habits, identifies the potential to expand upon concepts, and applies critical thinking skills.



## Athletics

Interscholastic athletics provide another dimension of education. The program strives to develop in students positive values and habits so that personal growth and development occurs. Preparing students to succeed in their future endeavors is a primary priority of the athletic program. Sound athletic programs teach young people values and lifelong skills such as accountability, sportsmanship, confidence, leadership skills, social skills, teamwork, persistence, work ethic, self-discipline, organizational skills, performing under pressure, the ability to take instruction, and striving for excellence. Millwood School's athletics programs are designed with the development of these qualities in mind.

The athletics program plays a unique role in joining the school and community. Civic pride and identification with Millwood School are results of athletic participation that can last a lifetime. The athletics department aspires to generate community and school pride in all of those students who choose to participate.



## The Arts

The Millwood student body is rich with talent. Their approach to the arts blends practical art and music with social studies and other core curriculum topics such as world languages, language arts, science, and math. Students who participate are strengthened academically and energized by the opportunities to explore their creative talents

## Top Priorities

### Culture of Philanthropy

The next Director of Development will bring fresh ideas and new perspectives to Millwood's philanthropic efforts. The Director will assess the current culture of philanthropy and develop a strategy that maximizes the donor impact on the school.

### Annual Giving

Millwood School's annual giving revenue comes from an annual gala, an annual golf tournament, and their annual fund.

The next Director will place a priority on Millwood's annual fund.

### Moves Management

The next Director of Development will have an understanding and experience with moves management. The Director will systematically transition donors, with the understanding that Millwood will be embarking on a major capital campaign in the very near future.

### Constituent Education

Many of Millwood's families are new independent schools. Because of this, these families do not necessarily know the importance of philanthropy on the school's overall ability to deliver the program.

The next Director will provide educational opportunities to Millwood's various constituent groups of the vital importance of philanthropy.

### The Foundation of the Next Capital Campaign

Millwood is at a very exciting time. In the next few years, the school will be embarking on an ambition capital campaign. The next Director of Development will play an instrumental role in the foundation of this campaign, as well as a strategic partner to the Head of School.

### Partnering with the Head of School

The next Director of Development will be the Head of School's strategic philanthropic partner. The Director will have a keen eye for identifying donors and an ability to prepare the Head of School for *closing* conversations.



## The Position

The Director of Development at The Millwood School oversees all aspects of the fundraising program of the school.

First and foremost, the successful candidate will need to embrace the Millwood School mission and values and have an affinity with the Millwood School students and community.

- Report to the Head of School and serve as a member of the Leadership Team.
- Maintain statistical reports on all aspects of development trends, donor capacity, and demographic analysis, and report on such matters to school constituencies as appropriate to the Head of School.
- Oversee all aspects of fundraising in collaboration with the Leadership Team.
- Manage special events related to development, including the Gala and Golf Tournament.
- Oversee parent volunteer programs.
- Develop and manage the development budget.
- Take an active role in professional activities, and attend relevant professional fairs, meetings, and conferences.
- Be involved in school life, attending all school meetings, and student events; engaging directly with students, parent, and faculty to build relationships and understand the school experience.



# Profile of the Leader

The ideal candidate will have these skills, knowledge and abilities. Candidates should respond to these competencies in their cover letter and be prepared to respond to them during the interview process.

**Effective Communication:** Ability to articulate the school's story, mission, and program offerings.

**Relationship Building:** Serving and supporting parents, students and other constituents with their needs or issues. Building strong relationships with parents and the wider community is crucial for a head of school. This involves effective communication, organizing parent engagement initiatives, and fostering partnerships with local organizations and businesses to enhance the school's resources and support.

**Cultural Competence & Sensitivity:** Working respectfully with people of diverse backgrounds and values. Promoting and fostering a culture of diversity and acceptance.

**Cooperation & Collaboration:** This competency focuses on collaborating with others and working effectively as a member of a team.

**Persuading & Influencing:** Persuading, influencing, and negotiating with others.

**Power Skills (Emotional Intelligence):** An effective leader possesses strong emotional intelligence, which involves understanding and managing one's emotions and those of others. Emotional intelligence helps build positive relationships, resolve conflicts, and create a supportive and empathetic school environment.

**Data Analysis and Decision-Making:** Utilizing data analytics to track fundraising trends, assess the effectiveness of fundraising-related strategies, and make informed decisions to optimize development.

**Adaptive Problem-Solving:** Ability to adapt strategies based on changing demographics.

**Technological Acumen:** Proficiency and savviness in utilizing technology for admissions processes, data management, communication, and marketing initiatives.

**Drive & Ambition:** Self-setting and striving towards organizational goals. Working effectively without direct supervision or guidance.

**Professional Integrity:** Ability to carry out professional activities in an honest, professional, and ethical manner. To engender a climate of trust and fairness in all dealings with students and colleagues within and outside the institution.

**Organizing & Planning:** Making plans, organizing, and structuring work.

**Business Acumen:** Understanding the financial management operations of independent schools.

**Creativity & Innovation:** This competency focuses on developing new and original ideas and approaches. It does not address problem solving in general.

## Search Timeline

Application Deadline: March 1, 2024

*Note- Candidates should submit their application materials as soon as possible. Once the deadline passes, the process will move very fast. Strong applicants may be considered before the deadline.*

## Compensation & Benefits

The salary for the next Director of Development will be competitive and commensurate with experience.

Benefits Include:

- Health Insurance
- 403B match of 3%, after one year
- Tuition Remission for Eligible Children
- Professional Development Allowance
- Access to the Employee Assistance Program
- Four paid weeks of vacation per year

## To Apply

Interested and qualified candidates are invited to contact IndySchool Consultancy in confidence. Candidates will need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position
- A current resume or CV
- A list of five professional references with name, relationship, phone number and email address of each (references will not be contacted without the candidate's permission)
- Statement on Educational Leadership

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Candidates selected to advance will be contacted for interviews with the ISC team and to complete supplemental documents.



**For inquiries,  
contact us.**

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