

ASPEN • LEADERSHIP • GROUP

CHIEF DEVELOPMENT OFFICER

HARLEM ACADEMY

New York, NY

www.harlemacademy.org



The Aspen Leadership Group is proud to partner with the Harlem Academy in the search for a Chief Development Officer.

Harlem Academy (grades 1 to 8) was founded in 2004 to address a severe lack of opportunities for promising, low-income children in Harlem and the surrounding neighborhoods. In these low-income communities, bright students often fall behind in under-resourced schools that are overwhelmed with challenges. With a unique pedagogy and focus on rigor, character, and family partnership, Harlem Academy guides its students to thrive at the highest academic levels, so they can catch up with higher income peers and one day make a mark on the world.

Harlem Academy offers transformational focus and expectations to promising children in communities where these potential “stars” are often overlooked. Its most recent class of graduating eighth-graders gained a cumulative 17 percentile points during their tenure with Harlem Academy, graduating with average scores in the 88th percentile nationally. Harlem Academy’s six classes of graduates have moved on to some of the nation’s top secondary schools, including Andover, Chapin, Hotchkiss, Lawrenceville, Peddie, Riverdale, and Spence.

Harlem Academy is committed to a meritocracy where hard work drives the opportunity to realize potential, and where no qualified family is turned away because of an inability to pay. Fundraising is critical to perpetuating that fundamental value, and the Chief Development Officer plays a central role in the school’s realization of its mission.

Led by a strong Board, with capacity and dedication to its mission, Harlem Academy is charged with building on an outstanding trajectory. It is looking for a strategic leader with a proven track record in fundraising to join Harlem Academy during this exciting period of growth. It seeks an individual with the skill set needed to design and execute a comprehensive development and communications strategy, leading the development team in expanding the school’s annual fund, capital campaign, major donor portfolio, and events. The Chief Development Officer must be able to manage multiple, complex responsibilities, empower team members to maximize their impact, and be relentlessly committed to Harlem Academy’s mission.

REPORTING RELATIONSHIPS

The Chief Development Officer reports to the head of school.

PRINCIPAL OPPORTUNITIES

Harlem Academy is a private school (grades 1-8) that guides promising, low-income children to thrive at the highest academic levels and one day make a mark on the world. Students are admitted based on merit, and no child is turned away because of an inability to pay. Tuition is set on a sliding scale, and Harlem Academy raises \$3.5M per year to meet the financial aid needs of its low-income population. Given this funding model, the Chief Development Officer plays a central role in the realization of the school's mission through their leadership of the development team in expanding annual fundraising.

Harlem Academy is at a pivotal moment in its evolution. Since its founding in 2004, Harlem Academy has operated in rented space with no room for expansion. To position the school for continued growth from 125 to 400 students, the trustees of Harlem Academy have acquired a half-acre, undeveloped lot in the heart of the communities it serves. The Chief Development Officer will advance Harlem Academy's capital campaign to establish the school as a permanent pathway to opportunity for low-income children.

Reporting to the head of school, the Chief Development Officer is a key member of the school's leadership team, with a focus on leading and expanding the school's programs to raise funds and strengthen relationships with supporters. Harlem Academy offers the right candidate an opportunity to collaborate with the head of school in strategic planning, work alongside a dynamic and engaged board and team, and advance a transformational education for an underserved population.

PRIMARY RESPONSIBILITIES

Development planning and leadership – In collaboration with the head of school and board of trustees, the Chief Development Officer designs, implements, and manages the annual fundraising strategy to raise \$4M toward the school's operating budget. This includes expansion of the school's annual giving campaigns, major gift portfolio, corporate and foundation grant proposals and reports, donor acquisition, and events.

Major gifts – The Chief Development Officer maintains a proactive, creative leadership role in the identification, cultivation, and solicitation of major gifts, refining donor stewardship plans, and developing and maintaining long-term relationships with key solicitors as well as individual donors and prospects.

Capital campaign – The Chief Development Officer steers all capital campaign initiatives, including the current \$33M campaign for a permanent home. This includes researching and identifying new donors, networks, and organizations that can assist.

Management – The Chief Development Officer develops and manages an annual fundraising budget and forecast in collaboration with the head of school and director of finance, providing detailed fundraising reports as needed. The Chief Development Officer oversees database management, including gift recording and acknowledgement.

Communications – The Chief Development Officer collaborates across departments to develop cases for donor support, focusing on providing an authentic window into the life of the school. The Chief Development Officer shapes and manages the communications calendar; supervises the execution of all communications, including the school's print, electronic, and social media strategy; and ensures consistent messaging.

Board partnership – The Chief Development Officer collaborates closely with the board of trustees regarding development work, and supports the work of its committees. The Chief Development Officer supports the expansion of an advisory council and junior board.

Supervision – The Chief Development Officer leads a 4 to 5-member development team, supporting each individual's growth toward realization of the school's mission.

KEY COLLEAGUES



Vinny Dotoli
Head of School

Vinny Dotoli is the founder and head of school at Harlem Academy. Under his leadership, the school has grown from 12 students in a church basement into the dynamic institution it is today.

Vinny was previously an administrator and mathematics teacher at Buckingham, Browne & Nichols School (MA) and Pennfield School (RI). He spent summers directing the wilderness trips and counselor-training programs for Camp Timanous (ME) and winters serving on the volunteer ski patrol at Jay Peak (VT). Vinny has published articles in the *AMLE Magazine* and *Principal Leadership Magazine*, presented at the Aspen Ideas Festival, and was recognized for nonprofit leadership by the New York Times Nonprofit Excellence Awards. He serves on the board of Camp Timanous.

Vinny holds a master's degree in educational administration from Teachers College, Columbia University and a bachelor's degree in psychology from Union College. He is a graduate of Far Hills Country Day School and Kent School. He and his wife, Traci, live in New York City with their two children.



Katie Steinbach
Major Gifts Officer

Katie is major gifts officer at Harlem Academy, where she manages a portfolio of key supporters and prospects, and supports planning and execution of the annual fund.

Prior to joining Harlem Academy, Katie was a program assistant at the Institute for International Education. Before that, she worked on the development team at the New York Immigration Coalition.

Katie lives in New York City and holds a B.A. in political science and Spanish from Hunter College.



Vanessa Scafelf
Strategy Director

Vanessa is strategy director at Harlem Academy, where she manages research and analysis of external data, measures internal results to evaluate impact toward mission, disseminates best practices, leads grant writing, and helps to shape communications.

Prior to joining Harlem Academy in 2008, Vanessa founded and led a startup, MixedInk, which developed an online collaborative writing platform for news outlets and politicians to crowdsource content and policy ideas, and for schools to teach writing. Earlier, she worked in international development, including stints in Ecuador and the Republic of Georgia.

Vanessa has published in *Principal Leadership*, the *AMLE Magazine*, and the *American Journal of Infection Control*, and she has presented at many education conferences, including SIIA Education Technology Summit, EduCon, and the International Society for Technology in Education Conference. She holds a bachelor's degree in American Studies from Cornell University and a master's degree in public policy from Harvard.



Leonard Smith
Finance Director

Leonard heads Harlem Academy's business office, where he oversees day-to-day and long-term financial management, budgeting, and audit oversight. In addition to traditional corporate finance responsibilities, he works closely with families to determine appropriate tuition assessments on the school's sliding scale. Leonard also leads the financial modeling and analysis associated with the development of the school's permanent campus and overall project management oversight.

Prior to joining Harlem Academy, Leonard held senior financial leadership roles in both the for-profit and non-profit sectors, specifically in the fields of supply chain logistics and environmental conservation.

Leonard holds a B.A. in finance with a religion minor from the University of Iowa.

CANDIDATE QUALIFICATIONS AND QUALITIES

The successful candidate for the position of Chief Development Officer will have

- demonstrated success in expanding fundraising;
- successful track record identifying, cultivating, and sustaining donor relationships;
- demonstrated ability to build and lead high-performing teams, develop talent, and empower team members to succeed;
- strong strategic thinking, organizational, and planning skills;
- excellent written communication skills;
- proven ability to manage multiple, complex projects while remaining calm and maintaining attention to detail;
- ability to develop and manage budgets and prepare fundraising reports;
- superior written communication skills, as well as understanding of marketing and digital engagement;
- commitment to using data to measure effectiveness and guide decisions; and
- ethical, principled, professional temperament with strong work ethic, high standards for quality, and a strong commitment to Harlem Academy's mission.

SALARY AND BENEFITS

Harlem Academy offers a competitive compensation and benefits package.

LOCATION

This position is located in New York City.

DIVERSITY AND INCLUSION

Harlem Academy does not discriminate on the basis of race, color, religion, creed, age, gender, national origin or ancestry, veteran's status, sexual orientation, or any non-job related physical or mental disability. Harlem Academy welcomes candidates who will contribute to its diversity.

APPLICATION DEADLINE

Before sending your resume for this position, please read it over for accuracy. Review of applications will begin immediately and continue until the successful candidate has been selected.

To nominate a candidate, please contact Ron Schiller: ronschiller@aspenleadershipgroup.com.

All inquiries will be held in confidence.