



# The Leffell School

## Chief Advancement Officer

Hartsdale, NY



## About The Leffell School

The Leffell School is a premier kindergarten through twelfth grade Jewish independent school, set apart by its comprehensive, intellectually rigorous curriculum that empowers and cultivates each student in mind, body, and soul. Located on two lush, 25-acre campuses in Westchester County and drawing students from the Tri-State area and metro New York City, The Leffell School attracts hundreds of families who choose from among many of the top schooling options in the world. Through the teaching of Jewish values, critical thinking, and openness to new ideas, The Leffell School inspires its students to achieve academic and personal excellence, preparing them for college and the ever-changing world beyond.

The Leffell School is a kehillah, a caring community that fosters the joyous practice of Jewish life. The school brings together families from a wide variety of Jewish backgrounds and affiliations, with an anchoring commitment to traditional Jewish observance, text study, and language. For nearly 60 years, The Leffell School has instilled in its graduates the confidence to navigate life's journey with a strong moral compass and to apply their passions, knowledge, and skills to the betterment of the Jewish people, the United States, Israel, and the world.

The Leffell School enrolls approximately 855 students and is currently in a phase of growth. The school is accredited by NYSAIS. For more information, please visit:  
<https://www.leffellschool.org/>

## Opportunity for Impact

The Chief Advancement Officer (CAO) position is a unique and compelling role for a top-tier executive to help optimize The Leffell School's position for continued impact and assure the school can continue to provide an outstanding educational experience to as many students as possible. The CAO will join Leffell at an exciting moment of growth and will play a crucial leadership role in an exceptionally invested and generous school community that has been remarkably successful with its fundraising efforts. Over the past 15 years, Leffell has tripled its donor base, grown the endowment fourfold, and increased annual fund giving to over \$3M, consistently raising sufficient funds each year both to innovate within the school program and to keep a Leffell education accessible to families from a wide range of socioeconomic backgrounds.

The Leffell School is looking for someone to partner with Head of School, Dr. Michael Kay, to continue to enhance its development and communications infrastructure and help lead the school through this next phase of growth. The school's leadership is deeply committed to the success of the Advancement office, and to creating new and innovative strategies for revenue diversity that strengthen and engage the Leffell community.

## Position

The Leffell School seeks a motivated, highly relational, and growth oriented Chief Advancement Officer to oversee all development, communications, and community engagement activities. The CAO reports to the Head of School and collaborates closely with the senior administrative team and the Board of Trustees to create and successfully execute strategies and programs consistent with the school's mission and culture.

The successful candidate will have significant fundraising experience, with demonstrated success in building capacity and increasing revenue, as well as experience developing and maintaining productive working relationships with board members and colleagues. As a member of the senior administrative team, the CAO will possess exceptional planning skills and must be a skillful staff leader, effective in supervising and mentoring a top-level advancement team of six. Additionally, the CAO should have excellent verbal and written communication skills to be able to convey the mission, core values, and purpose of The Leffell School clearly and persuasively.

## Responsibilities

- Lead the school in its efforts to develop and execute a sustainable, long-term fundraising program that will serve the school in 2023, 2033, and beyond.
- Oversee all development and community relations efforts at Leffell, including creating strategies and programs to expand and strengthen the school's current base of financial support.
- Cultivate relationships with high-capacity existing and potential donors and further develop the school's strong culture of philanthropy by supporting the Head of School, trustees, and volunteers in their targeted fundraising efforts.
- Create, enhance, and implement programs designed to secure both short- and long-range fundraising objectives; Manage special events including the annual gala, the school-wide barbecue, and much more.
- Work closely with the Board of Trustees on matters relating to strategic planning, donor relations, trustee development, and fundraising campaigns. Collaborate with and keep the Head of School, Board Chair, and the Development Strategy Chair apprised of all fundraising activities.
- Serve as a "thought partner" and sounding board to the Head of School.
- Participate in the management and strategic vision of The Leffell School as a member of the senior administrative team.
- Supervise and mentor a strong and cohesive advancement team; promote excellence and collaboration internally and with other departments within the school.
- Oversee the marketing and communications functions and ensure the effective overall positioning of the school.

- Support and advocate for the school and its mission and be a visible presence in the community.
- Promote the role of the Advancement Office within the school both by educating community members about how philanthropy is embedded in the identity of the school and by maintaining a high level of involvement in the daily life of the school.
- Work collaboratively across the institution with admissions, academics, athletics, and the business office.
- Manage and motivate professional and volunteer staff to accomplish fundraising goals.
- Prepare and oversee the department budget.

## Qualifications

The ideal candidate will offer the following qualifications:

- Substantial experience in all key areas of fundraising, including annual and capital giving and special events.
- Track record of creating and implementing strategies that enhance and strengthen an existing fundraising effort.
- Demonstrated knowledge of and passion for The Leffell School's mission.
- Strong familiarity with fundraising technology and database management.
- Demonstrated ability to raise major gifts, coupled with an understanding of donor cultivation and gift solicitation.
- A creative approach to planning and managing special events.
- Deep understanding of marketing and communications terminology and technology.
- Strong leadership, organizational, and interpersonal skills, combined with an ability to set priorities and implement decisions in a timely fashion.
- Proven track-record of successfully managing a team.
- Ability to develop purposeful relationships with people from varying backgrounds within a variety of social settings.
- Excellent written and oral communication skills, including the ability to build a case for philanthropy with a wide range of constituents.
- Bachelor's degree required; CFRE or other certification and experience with an independent school a plus.

## Application Requirements

Candidates should submit as soon as possible the following materials:

- A cover letter indicating why you are interested in and qualified for the position.
- A current resume.

## Compensation

The salary range for this position is \$175,000–\$215,000. The school offers a comprehensive benefits package including medical, dental, and vision insurance and a matching 430b retirement plan.

This position description is based upon material provided by The Leffell School, an equal opportunity employer.

To apply for this position, please click [HERE](#).

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Tani Weissman  
Senior Talent Consultant  
[tweissman@drgtalent.com](mailto:tweissman@drgtalent.com)

Rachel Carter  
Senior Associate  
[rcarter@drgtalent.com](mailto:rcarter@drgtalent.com)