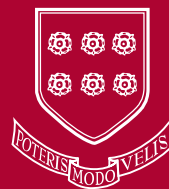


Fay  
School



SOUTHBOROUGH, MA

Appointment of  
Chief Advancement  
Officer





## The Opportunity

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**Fay School seeks a strategic, passionate, and experienced leader, manager, and frontline fundraiser with deep campaign experience, strong international acumen, and a willingness to travel, to serve as its next Chief Advancement Officer (CAO), a position that will commence on or before January 2, 2026.**

With confidence in new leadership and a strong willingness to rethink how Advancement is resourced and structured, Fay is committed to building an Advancement program that matches its ambitions. The path ahead includes critical investments in staffing, systems, and strategy, all of which are targeted levers to unlock the potential that already exists within the School. The Fay Board and leadership team are confident that with focus, coordination, and timely execution under the leadership of an incoming CAO, Fay can evolve into a truly strategic, donor-centered

advancement operation—one that reflects the School's values, tells its story powerfully, and sustains its mission well into the future.

Founded in 1866, Fay School was the first junior boarding school in the United States. With students from kindergarten through grade nine, Fay provides an extraordinary educational experience for a diverse population of students drawn from across the United States and 27 countries. Fay blends tradition with 21st century innovation, underpinned by a deep commitment to the educational philosophy that has remained consistent throughout their history: to provide the 'foundation for a meaningful life'. Fay's broad and challenging program empowers students to discover their talents, develop their intellectual abilities, establish essential academic skills and knowledge, and define their moral character - all essential to living a life of meaning and making a positive difference in the world.

## Fay's Philosophy

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As a day and boarding school for students in Kindergarten through Grade Nine, Fay School is a community built on five core values: academic excellence; honorable conduct; dedicated service; earnest effort; and wellness of mind, body, and spirit. While the school has grown and evolved since its founding in 1866, our central purpose has remained constant. Fay provides a broad and challenging program that empowers students to discover their talents, develop their intellectual abilities, establish essential academic skills and knowledge, and define their moral character. Earnest effort has been emphasized throughout the School's history, as enshrined in our motto, *Poteris modo velis* ("You can if you will").

Fay is dedicated to educating children to their full potential in the early childhood, elementary, and middle school years by helping them recognize and develop their intellectual, aesthetic, physical, social, and emotional capabilities. We teach our students essential, enduring skills: to read well, to write and speak clearly and coherently, to reason soundly, to question thoughtfully, and to study effectively. These skills support their ability to lead, to collaborate, to create, and to solve problems.

Love of learning brings us together, and we encourage our students to be curious, creative, and open to new ideas. Fay's safe and supportive environment allows students to take risks and encourages them to learn from mistakes, within the context of high expectations regarding academic performance and ethical conduct. Our teachers know their students as individuals and help them come to know themselves. As Fay students grow, they develop an understanding and acceptance of their own challenges and strengths as learners.

Honesty, respect, responsibility, empathy, and kindness inform our conduct. The development of manners, civility, and integrity are hallmarks of our school. At every grade level, we emphasize an obligation to help ensure the well-being of others. As a home for boarding students from many cultures and backgrounds throughout the United States and around the world, Fay is an inclusive community that recognizes, respects, and celebrates the full range of human diversity.

In all of these ways, Fay prepares our students to lead productive and fulfilling lives that make a positive difference in the world.





## Fast Facts

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### Enrollment:

- 475 students in grades K-9
- 150 boarding students (grades 7-9) from across the United States and 27 countries
- 325 day students from over 50 surrounding towns

### Divisions:

- Primary School: Kindergarten to Grade 2
- Lower School: Grades 3 to 6
- Upper School: Grades 7 to 9

### Secondary School Placement

- 3 secondary school counselors
- 100+ secondary schools send admission representatives to Fay School each year

### Athletics:

- 20 interscholastic sports with 57 different teams
- 10 intramural options for grades 5 to 9

### Auxiliary Programs

- The Early Learning Center - an early childhood program for children age 2 years, 9 months through age 5
- FaySummer for campers in pre-school through grade 9

### Campus:

- 66 acres located 25 miles west of Boston in Southborough, Massachusetts including a 33 acre athletic campus in Marlborough
- 41 faculty and staff living on campus
- 7 residence halls
- 2 libraries
- 4 art studios, 350-seat theatre, dance studio, music rehearsal studios, and recording studio
- 33-acre athletic campus with fields, tennis courts, basketball courts, heated pools, ropes courses, fitness centers, indoor turf fields, and an indoor rock-climbing wall
- 7,000 square-foot Center for Creativity and Design

## Fundraising & Financial Snapshot

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During Fiscal Year 2024, Fay's Advancement Office raised more than \$3.7M in gifts and pledge payments to support academic programs, financial aid, student success programs, and other important Fay initiatives. Over the past five years, Fay has averaged \$2.35M in total cash raised.

### FY24 highlights from the Advancement Office:

Number of donors: 692  
Alumni participation: 9%  
Parent participation: 64%  
Employee participation: 95%

The School is in solid financial standing with a modest structural deficit. As of June 2025, Fay had an endowment of \$55M.

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|--|----------------|
| Enrollment (Fall 2025)                             | 475            |
| Primary School                                     | 85             |
| Lower School                                       | 144            |
| Upper School                                       | 225            |
| Boarding Students                                  | 150            |
| Tuition & fees (2025-2026)                         | \$27,293,970   |
| Percent of students receiving financial assistance | 26%            |
| Annual operating budget (FY25)                     | \$29,342,708   |
| Endowment per student (FY25)                       | \$109,285      |
| Endowment advisor                                  | Prime Buchholz |

# The Chief Advancement Officer Role



**Fay is entering a period of promising change, with strong new leadership, a clear appetite for strategy and iteration, and a community deeply invested in the School's future. Fay is a beloved institution with the potential to be even stronger through sharper planning and more strategic fundraising, under the leadership of the next CAO.**

Reporting to the Head of School, Susanna Waters, and a key member of Fay's Leadership Team, the Chief Advancement Officer will embrace this distinctive moment of opportunity to rethink and embrace how advancement is resourced and structured at Fay.

Building on Fay's many existing strengths—the people, the potential, and the emerging vision—the next CAO will lead ambitious visioning, focused investment, and bold execution around the Advancement program. With data-informed action

and strategic leadership, the Advancement program can become a powerful engine for both financial sustainability and mission delivery. With the right alignment and investment led by the next CAO, Fay can deepen its impact, strengthen its culture of philanthropy, and continue to inspire families, alumni, and donors.

The CAO is a strategic, collaborative leader who is responsible for the active management and support of a five-person staff, developing a data-driven strategic plan, creating and implementing all stewardship and fundraising programs, and transforming Fay's advancement operation from the transactional to the strategic and relational. The CAO will develop and implement plans to ensure that the School's fundraising and constituent giving goals are appropriately ambitious and achievable, work closely with the Board of Trustees, and serve as a key strategic thought partner to the Head of School.

### The next Chief Advancement Officer will:

- Capitalize on Fay's current momentum brought about by the recent appointment of a new Head of School to provide sophisticated, innovative, and visionary leadership.
- Modernize and professionalize Fay's approach to Advancement in ways that are informed by best practices in the industry.
- Lead efforts to identify, cultivate, solicit, and secure philanthropic support that advances Fay's mission and long-term objectives.
- Build a strategic, data-informed, donor-centered advancement operation reflective of Fay's mission and values that unleashes Fay's significant philanthropic potential to sustain it well into the future.
- Develop a strategic plan for advancement that aligns with Fay's institutional priorities, outlines ambitious goals, prioritizes donor relationships, and serves as a roadmap for philanthropic engagement.
- Maintain and grow a portfolio of major donors through active engagement, personalized stewardship, and targeted solicitation strategies to maximize philanthropic potential.
- Demonstrate strong international acumen and cultural fluency, with a willingness and ability to travel domestically and abroad to engage a global community of donors, alumni, and families.
- Bring demonstrated experience in planning, leading, and executing major capital campaigns, with the strategic insight and organizational leadership required to drive ambitious fundraising goals from inception to successful completion.
- Conduct continuing assessments of Fay's philanthropic capacity to further develop and refine systems and infrastructure that support sustainable, long-term fundraising growth.
- Build a strong and strategic annual giving program, The Fay Fund, by increasing donor participation, improving retention, securing multi-year commitments to broaden the base of philanthropic support, defining staffing needs to support the program, and strengthening the integration between annual giving and major gifts.
- Design and implement a comprehensive parent engagement program that fosters meaningful relationships, encourages philanthropic support, and strengthens the school community.
- Sharpen prospect strategy and invest in staffing, wealth intelligence tools, and training to enhance outreach, expand the pool of prospective major gifts and planned giving donors, and increase philanthropic revenue over time.





**The most successful candidates will:**

- Demonstrate a deep commitment to the mission, values, and expectations of Fay's inclusive and welcoming junior boarding school community.
- Serve as a collaborative and strategic partner on the senior leadership team, contributing to institutional decision-making and aligning advancement goals with the school's broader mission and priorities.
- Demonstrate a proven track record of securing major gifts with meaningful and lasting institutional impact.
- Provide strategic leadership to a high-performing fundraising team by prioritizing key initiatives, delegating effectively, and fostering a collaborative, positive, and mission-aligned culture.
- Possess a comprehensive understanding of current development trends, best practices, and philanthropic tools.
- Exhibit exceptional relationship-building skills and the ability to craft compelling, donor-centered messaging.
- Bring experience working with engaged boards of trustees and providing effective staff support to board committees, while employing a strategic, data-informed approach to identifying and engaging prospects based on capacity, opportunity, and tendency to give.
- Communicate with clarity and influence across diverse constituencies—including alumni, donors, trustees, parents, faculty, and the broader community—through a variety of platforms.
- Uphold the highest standards of discretion, integrity, judgment, and professional conduct.
- Embrace active engagement in Fay's vibrant, student-centered community and campus life.



## Requirements

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A minimum of ten years of progressive development experience within an independent/boarding school, higher education institution, nonprofit organization, or comparable setting. Demonstrated campaign and frontline fundraising experience with the ability to raise significant gifts. Success in driving meaningful change and managing a team through a collaborative, inclusive leadership approach. Exceptional communication and presentation skills, with a strong ability to engage and inspire diverse audiences. Proven experience serving as a strategic thought partner to a Head of School, Board of Trustees, or similar leadership.

## Compensation & Benefits

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This is a full-time position that will be performed on-campus. The salary range for this role is \$200,000-\$250,000. This position offers 50% tuition remission, in addition to a generous benefits package.

## Applications & Nominations

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Evaluation of candidate materials will begin immediately and continue until a new CAO is named. Express interest in this role by filling out our **Talent Profile**. Nominations or inquiries can be directed to the search team at [FayAdvancement@storbecksearch.com](mailto:FayAdvancement@storbecksearch.com). All inquiries and discussions are strictly confidential.

Ruth Shoemaker Wood, Ph.D., Managing Director  
Erin Meissner, Senior Associate  
DSG | Storbeck

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*\*\*This leadership profile is not exhaustive and may be subject to change. While every effort has been made to confirm information at the date of publication, the accuracy or completeness of the information provided herein cannot be guaranteed.*

