



1 8 9 3  **Baylor School**

Invites Applications and Nominations for

Director of Major Gifts



Baylor School, one of the nation's leading private middle and high schools with an internationally renowned boarding program and academic legacy, seeks an experienced fundraiser to serve as **Director of Major Gifts**. Applications and nominations are now being accepted.



THE OPPORTUNITY

Founded in 1893, Baylor School combines a strong academic tradition along with a commitment to innovation. Located five minutes from downtown Chattanooga, Tenn., the School's 690-acre campus sits on the banks of the Tennessee River with red brick buildings scattered around the campus, some over 100 years old.

Currently enrolling 1,040 students, Baylor offers day school for grades 6-12 and boarding school for grades 9-12. The student body includes students from 12 countries, 23 states, and dozens of area neighborhoods.

Small classes, peers who value academic achievement, and talented teachers are hallmarks of a Baylor education. Its diverse curriculum includes 20 AP courses, honors courses, and a wide array of

electives. More than 70 percent of Baylor's faculty hold advanced degrees from such institutions as Boston University, Cornell, Duke, Emory, Harvard, and Vanderbilt.

Baylor's state-of-the-art academic and athletic facilities rival those of many colleges. The School is committed to sustainability, having built the area's first LEED-certified residence hall in 2008.

Baylor's 2019 graduating class had a 100 percent acceptance rate to four-year institutions. The 183 students have enrolled at 93 different colleges and universities around the world, including The University of St. Andrews in Scotland, Cornell, Harvard, Princeton, Howard, and 13 Public Ivies.

Baylor has a successful record of fundraising. On March 9, 2019, Headmaster Scott Wilson '75 and

Campaign Chairman Zan Guerry '67 announced that Baylor exceeded the *Forever Forward* campaign goal of \$50 million to raise a total of \$52.3 million. More than 5,500 alumni, parents, friends, faculty, and others in the Baylor community contributed to the campaign.

The Office of Institutional Advancement is led by Matt Lewis, who serves as the Chief Advancement Officer for the 11-member staff. John Harrison is the Director of Institutional Advancement and manages the day-to-day operations of the entire department.

THE POSITION DESCRIPTION

The Director of Major Gifts (Director) reports to the Director of Institutional Advancement. The work of this key position supports and enhances the School's overall fundraising and alumni engagement strategies by identifying, cultivating, soliciting, and stewarding donors capable of making major gifts of \$25,000 or more. The Director collaborates regularly with the Director of Institutional Advancement, Chief Advancement Officer, Director of Annual Giving, and Director of Alumni Affairs.

For more information on Baylor School, visit BaylorSchool.org.



Key Responsibilities:

- Works as directed by the Director of Institutional Advancement to develop and set cultivation, solicitation, and revenue goals for each fiscal year.
- Manages an assigned portfolio of 50 to 75 major gift prospects with gift capacities of \$25,000 and higher.
- Conducts at least 12 face-to-face meetings with assigned prospects each month, soliciting a minimum of 24 gifts of \$25,000 or more each year.
- Assists, as needed, with the cultivation, solicitation, and stewardship of leadership-level Baylor Fund Gifts.
- Documents all fundraising activities in Raiser’s Edge, completing thorough contact reports by the end of each month.
- Personalizes gift recognition correspondence in a timely manner.
- Makes travel arrangements, as necessary, working within assigned budgets and submitting documentation for all travel expenses in a timely manner.
- Attends and works to support school events, as assigned.

- Reviews and evaluates assigned prospects with the Director of Institutional Advancement on a monthly basis.
- Provides information for reports to senior administrators and the Board of Trustees in a timely and efficient manner.

QUALIFICATIONS

Candidates must have a bachelor’s degree and a minimum of five years of progressive responsibility in development or a related (sales) field. A documented record of successful major gift fundraising is preferred.

Additional requirements include:

- Ability to establish and maintain good working relationships with prospects and donors
- Ability to work effectively in a team setting
- Robust written, oral, and interpersonal communication skills
- Familiarity with fundraising databases (Raiser’s Edge preferred) and the Microsoft Office Suite
- Ability and willingness to work evenings and weekends and to travel as needed

John D. Harrison
Director of Institutional Advancement



John Harrison, a 1984 graduate of Baylor, serves as the Director of Institutional Advancement, managing the day-to-day operations of the entire advancement department. Prior to joining the Advancement Office at his alma mater, he was Senior Director of Development for the College of Law at Georgia State University in Atlanta.

Mr. Harrison began his career in educational fundraising at Wesleyan School in Norcross, Ga., where the Atlanta native was Director of Annual Giving and Alumni Development. Earlier in his career, he worked as a television sports producer in the United Kingdom covering Wimbledon and French Open tennis and NFL games. He and two friends started their own software company.

After graduating from Baylor School, Mr. Harrison attended Mercer University in Macon, Ga., where he earned a bachelor’s degree in Communications.

Benefits include the opportunity for a partial tuition waiver to Baylor for immediate family members.



ABOUT BAYLOR SCHOOL

The mission of Baylor School is to foster in its students both the desire and the ability to make a positive difference in the world. The entire Baylor community is extremely dedicated to that mission, and, as a result, the School continues to be recognized as a powerhouse of academic, athletic, and civic achievement.

Baylor School is a family of students, teachers, parents, alumni, grandparents, and friends who share a unique bond that transcends description. The close-knit community forges lifelong friendships, loyal supporters, and generational legacies of students and alums.

Honesty, respect, spirituality, academics, character, and individuality are core values that define a Baylor School education and, by design, develop skills for leadership. At Baylor, the young men and women occupy leadership positions and participate fully in the life of the school.

Baylor’s campus is home to the Southeast’s only freshwater research center: the Tennessee Aquarium Conservation Institute.

Baylor understands the need for a global perspective. Its exchange program includes ten schools in seven countries, giving students the opportunity to study abroad.

For more than 40 years, Baylor has led the way in experiential learning through its Walkabout outdoor program. It offers students backpacking trips on the Appalachian Trail, surfing in Panama,

kayaking on the coast of South Carolina, and trekking through India.

Non-denominational, the School believes that faith is central to every person’s life and that the study of religion is an essential part of a complete education. While the majority of Baylor students and faculty are Christian, all major world religions are represented in the School, and it welcomes and respects all faiths.

Baylor student-athletes are offered 17 sports, and the School fields 74 teams in grades 6-12. Winning more than 70

state championships in the past 15 years, Baylor has won nearly twice as many state championships than any other school in Tennessee.

MaxPreps.com ranks Baylor third best overall high school sports program in the nation. *Sports Illustrated* places it in the top 25 high school programs in the U.S. More than 100 Baylor graduates are playing at the collegiate level, and five alums are playing on the PGA and LPGA tours.

There is a strong commitment beyond the campus and the classrooms. After a full day of classes, more than 100 Baylor student volunteers travel to various sites in Chattanooga to tutor over 300 children through homework assignments, reading programs, computer classes, music lessons, language classes, drama classes, and art programs. The members contribute over 40,000 hours of service annually. Students also travel annually to Asheville, N.C., Jamaica, and New York City.

Links to Additional Information

- **Mission & Values** - <https://www.baylorschool.org/about-baylor/mission-values>
- **Notable Alumni** - <https://www.baylorschool.org/about-baylor/notable-alumni>
- **Tradition of Champions** - <https://www.baylorschool.org/athletics/champions>
- **Give to Baylor** - <https://www.baylorschool.org/support-baylor>



ABOUT CHATTANOOGA, TENN.

Chattanooga is the fourth-largest city in Tennessee and is known for its natural beauty, thriving arts scene, and growing business community. Nestled at the foot of the famous Lookout Mountain, the city is at the crossroads of Tennessee, Georgia, and Alabama and stretches along the mighty Tennessee River.

Chattanooga was a gigabit internet pioneer, and the first American city to offer gigabit speeds citywide, making it appealing to the business community as well as residents. Home to some of the world’s most famous brands and industries—MoonPie, Little Debbie, Amazon, Coca-Cola, Volkswagen—Chattanooga is a hub for successful business enterprise, a regional tourism center, and a rewarding place to live.

While offering larger city amenities, Chattanooga has a friendly, smaller city feel. In addition to its numerous



Chattanooga, Tenn.

outdoor recreational offerings, the city has museums, several performing arts venues, nationally recognized health care providers, a downtown mid-sized university (the University of Tennessee at Chattanooga), and new and well-established neighborhoods.

In 2018, *Lonely Planet* designated Chattanooga as the “Best in the U.S.” for outdoor adventure. Rock climbing, road and mountain biking, horseback riding,

hiking, white-water rafting, fishing, skiing, and kayaking are only a few of the adventures to be found in this great city.

Want to hit the road for more? Three major interstate highways—I-24, I-75, and I-59—meet in Chattanooga. The city is an easy two-hour drive to Atlanta, Birmingham, Knoxville, and Nashville. The Chattanooga Metropolitan Airport offers direct or one-stop service to most destinations.

APPLICATION & NOMINATION PROCESS

Confidential inquiries are welcome; nominations are invited.

Application packet must include:

- a) Letter of interest
- b) Current resume
- c) Five references with full contact and e-mail information (References will not be contacted without applicant’s consent.)

Submit application packet to BaylorSchool@myersmcrac.com (preferably as PDFs). Applications will be accepted until the position is filled.

Submit nominations to BaylorSchool-nominate@myersmcrac.com with complete contact and e-mail information on the individual being nominated.

Emily Parker Myers, CEO, and **Jennifer Barfield**, Senior Vice President, of **Myers McRae Executive Search and Consulting**, are assisting Baylor School with this search.



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Baylor School admits students of any race, sex, color, religion, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Baylor does not discriminate on the basis of sex, race, color, religion, national or ethnic origin in the administration of its educational policies, admission policies, financial aid programs, athletic programs, and other school-administered programs.