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# Position Profile

On behalf of our client, Breck School,  
CohenTaylor Executive Search Services is conducting  
a retained executive search for its

## Director, Alumni Affairs and Giving



## Breck School Fast Facts

- 4,000 Alumni network
- Total enrollment of 1,150
- 8 international students
- 11:1 student/teacher ratio
- As an Episcopal school, there is a deep commitment to diversity and inclusion. Diversity in faith traditions exist; chapel and religion teach inclusivity, acceptance, and to pursue one's own relationship to God
- 27 athletic team options
- 120 Upper School student clubs
- 20,000 service hours per class over 4 years
- 43 Community Partner Sites

## Awards and Accomplishments

- Eighty-nine Scholastic Art and Writing awards
- Five Minnesota Scholars of Distinction or Meritorious Performers
- Four students and two alternates advanced to the International Science and Engineering Fair

## Accreditations & Memberships

- Independent Schools Association of the Central States (ISACS)
- National Association of Independent Schools
- College Board

**For more information, visit:**  
**<https://breckschool.org>**



## Mission:

Prepare each student for a college whose culture is compatible with the individual's needs, interests and abilities.

Help develop each student's unique talents and potential to excel by nurturing independence and self-worth.

Instill in each student a deep sense of social responsibility.

## Outcome Statement:

Breck graduates are prepared for a life of intellectual curiosity, self-knowledge, and social responsibility.

## Values:

Breck believes in a strong system of values under which the school operates:

- That each student is unique and has special talents and capabilities.
- That each student's potential is best realized by a challenging academic program and appropriate support.
- That each student's intellectual growth is enhanced by the acquisition of knowledge, analytic and language skills, the development of creative and critical thinking, and the cultivation of artistic appreciation and expression.
- That the student's physical and emotional growth are important in the development and pursuit of potential.
- That each student's life is enriched in a diverse community where differences among people are recognized and appreciated.
- That each student should develop spiritual and ethical values and his or her relationship with God.
- That each student should accept responsibility for the common good and develop a desire to contribute to those in need.

## The Organization

Breck School is an Episcopal, coeducational, college-preparatory day school enrolling students of diverse backgrounds in grades preschool through twelve. All grades are located on one exceptionally impressive campus less than ten miles west of Minneapolis.

Founded in 1886, Breck was named for a pioneer missionary, the Reverend James Lloyd Breck. In its earliest years, Breck attracted students from a wide range of backgrounds, particularly children of local immigrant farmers. Over the course of the next 80 years, the school moved several times, briefly experimented with an all-boys military focus, and in 1981 moved to its current location in Golden Valley.

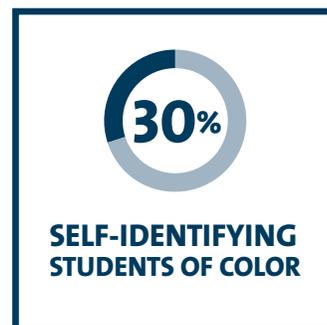
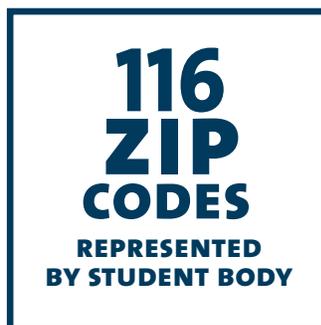
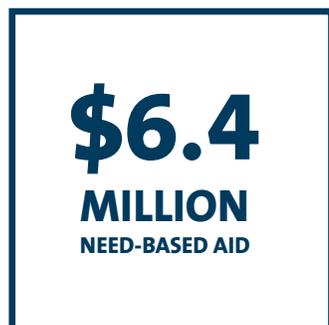
**Guided by a dedication to service, a commitment to character education, and a desire to foster responsible stewards of the community and environment, Breck is regarded as one of the finest coeducation day schools in the country.**

The strength and health of the school are apparent in virtually every aspect of its operation. With an operating budget of slightly more than \$37 million and endowment that approaches \$52 million, the school is deeply committed to inclusion and diversity, allocating more than \$6.4 million annually to financial aid supporting approximately 25% of the student body. Students come from more than 65 surrounding communities and represent a broad diversity of backgrounds, ethnicities, and religions.

From preschool to senior, we actively cultivate the growth of the whole child.

## Breck believes in:

1. Academic Press. Students' intellectual curiosity thrives in cultures of high academic expectation.
2. Personalization. Rigorous academic programs in a caring environment unlock potential.
3. Inclusivity. We believe the value of one should be valued by all.
4. Spirituality. All faiths and cultures are welcome at Breck.
5. Social Responsibility. Investment in our community is central to being a student at Breck.



**We believe that with the unwavering pursuit of knowledge comes the development of character, values, imagination, and the joy of living a purposeful life—intellectually, socially, and spiritually.**

## The Role

Breck School seeks an ambitious and creative leader to serve as its new Director, Alumni Affairs & Giving. As an integral member of the Advancement Team, the Director, Alumni Affairs & Giving is responsible for establishing the strategic direction of alumni programming and engagement. They will work in collaboration with advancement colleagues, Breck leadership, administration, and faculty to develop and execute strategies to increase alumni engagement, fostering a more vibrant and connected alumni community.

The Director, Alumni Affairs & Giving is a natural community-builder and connector. Having a broad and deep focus on alumni outreach and engagement, this leader will be adept at establishing immediate rapport to build meaningful, long-term relationships within the Breck community. This inventive leader will bring a fresh perspective to enhance existing alumni programs while infusing the Advancement Department with a palpable energy, passion, and innovative spirit. A leader and influencer, this role is also responsible for volunteer management and actively involving alumni in the school community.

## Key Accountabilities

### Program

- Plan, implement, and promote alumni programs and events which support Breck’s strategic plan, mission, and goals.
- Develop new programs to keep alumni engaged and to reengage alumni who have lost touch, with a focus on providing meaningful participation and lifelong connections.
- Collaborate cross-departmentally on alumni surveys, focus groups, and other creative ways to engage with and learn from Breck alumni.

### Outreach and Engagement

- Establish and build relationships with Breck alumni and parents of alumni, locally, regionally, and nationally.
- Plan and organize creative receptions, reunions, and other alumni and parents of alumni events.
- Create a variety of meaningful avenues for alumni participation in the life of the school.



### **Fundraising**

- Research and generate ideas to strengthen alumni relations and increase charitable giving to the school.
- Work in collaboration with the Annual Giving Director to raise annual fund support from alumni and parents of alumni.
- Contribute to major gifts strategy and fundraising from alumni and parents of alumni.

### **Leadership**

- In partnership with the Director of Advancement, develop alumni engagement strategy and operating plans.
- Create measurable goals and oversee budget for Alumni Affairs & Giving, with accountability to peers and senior leadership.
- Provide strong, creative, energetic, strategic, and operational leadership to achieve goals.
- Function as the liaison between the alumni association board and the school.
- Represent Alumni Affairs & Giving within Advancement team and campus wide.

### **Technology**

- Research, develop and implement enhanced technology to create new pathways to engage and connect with alumni.
- Develop and implement a suite of communication tools to stay in touch with alumni, parents of alumni, and related stakeholders.
- Oversee strategy, management, and maintenance of Breck alumni website pages and social media outlets.

### **Communication**

- Research and profile the backgrounds, successes, and achievements of Breck alumni.
- Write and manage the alumni email bulletin and other alumni publications.
- Manage annual program plans and budgets.
- Take photographs at alumni events and maintain a photo library for publications.

## The Ideal Candidate

The ideal candidate will be motivated and inspired to join the welcoming, inclusive and authentic community at Breck. They will bring a service mindset to the role and be a proud and passionate representative of the school. With a contagious energy and passion, the Director, Alumni Affairs & Giving will serve as a convener and connector to expand and engage Breck's alumni base.

A self-starter and executor, the Director, Alumni Affairs & Giving will bring extensive experience in outreach and engagement strategies, ideally in the alumni and/or academic space. Experience in program development, outreach and engagement, and communications is critical. An understanding of fundraising and how this role plays into the donor cultivation cycle is important. The ideal candidate will be proficient with social networking and communications.

Other attributes and abilities include:

- 5+ years of experience in development, event management, and/or alumni relations and fundraising, preferably in independent schools.
- Demonstrated internal motivation to produce innovative, industry-leading work – and the skills to deliver.
- Creative, articulate self-starter with strong interpersonal and problem-solving skills.
- Highest ethical and professional standards: possessed of great integrity and tact and able to maintain confidentiality.
- High-energy and enthusiastic about working in an academic atmosphere.
- Proven success at networking and relationship building.
- Entrepreneurial spirit, positive attitude, and energy to implement new strategies.
- Top-notch communication skills – demonstrated strong writing with a fresh perspective.
- Excellent organizational and presentation skills.
- Demonstrated commitment to diversity, equity, and inclusion.
- Experience with and demonstrated success in managing budgets.
- Strong technical skills required; proficiency with Microsoft Office and Google platforms; Raiser's Edge database experience preferred.
- Flexible and able to work some evenings and/or weekends, with occasional travel.

**For more information  
or to send your credentials,  
please email  
[info@cohentaylor.com](mailto:info@cohentaylor.com).  
All inquiries will remain  
confidential.**

Breck has an institutional commitment to the principles of diversity. In that spirit, we do not discriminate on the basis of race, religion, creed, color, gender, sexual orientation, age, physical challenge, national origin, or any other characteristic.

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.