



Linking Vision With Leadership

Capital Campaign Coordinator

(Start date: July 1, 2010)

Jemicy School

Owings Mills, MD

(www.jemicyschool.org)

Introduction:

Jemicy School is one of the oldest day schools in the country with a focused educational mission to empower students who learn differently. Located in the greater Baltimore area, this college preparatory school has retained **ISC Search** to identify a fund-raising professional for this key position in the Development Office.

Please note that the only candidates that will receive serious consideration are those who meet or exceed the qualifications listed below. We invite applicants from foundations, successful non-profit organizations, higher education, and independent schools.

The School

Mission:

The Jemicy School empowers students with dyslexia or other language-based learning differences to realize their intellectual and social potential through a proven, multisensory curriculum.

Credo:

Jemicy School is committed to fostering mutual respect among students, parents, faculty and staff. We expect all to be partners in establishing and maintaining an atmosphere in which every individual is valued and respected. To this end, we ask that all members of the Jemicy community:

- Show respect to self and others in the school community
- Contribute to the learning process
- Demonstrate academic integrity
- Demonstrate responsibility for the appearance of the campus

History:

In 1972, Jemicy founders Joyce Bilgrave and David Malin created a camp – Camp Bombadil – to serve the needs of children experiencing difficulty in the traditional classroom due to dyslexia and other language-based learning differences. The primary purpose of the camp was to provide daily tutoring in reading, using the multi sensory approach. Campers also rode horseback and had wood shop, archery, tennis and swimming. The students loved camp and, after eight intensive weeks of language and math tutoring, they were known to “hit the ground running” at the start of school. The camp, held at Joyce and Bob Bilgrave’s farm in Phoenix Maryland, was a great success until it closed due to the sale of the property in 1982.

Parents of campers, experiencing their children's success, encouraged its founders to open a school. So Joyce Bilgrave and David Malin teamed with educator [Margaret Rawson](#) and psychologist Roger Saunders, both internationally recognized pioneers in the field of dyslexia, to pool their expertise. Camp parent Taylor White spearheaded a fledgling Board of Trustees and leased the J. Jefferson Miller estate. This mansion was called "Jemicy" – a name crafted from the first syllable of each of his children's names: Jefferson, Mickey, and Cynthia.

On September 12, 1973, The School at Jemicy Farm opened with 51 students and 16 faculty members. Teachers held classes throughout the house and Joe Chidester, a beloved science teacher, even taught some of his classes in a chicken coop. The school had horses and other animals on campus, and the faculty utilized all 60 acres as classroom space on this sprawling rural estate.

Two years later, the school moved to its current Lower and Middle School Campus in Owings Mills. Jemicy has matured, and today offers well-equipped classrooms and advanced technology. Now, as in 1973, Jemicy is up-to-date on the most recent research in the field of language-based learning. Yet the relaxed, camp-like feeling remains. On the Lower and Middle School Campus, the Head of School and Admission offices are in a converted barn; the students still build forts in the woods. Faculty is allowed to bring a dog to campus if the dog passes the "therapy dog certification" program.

Today, Jemicy enrolls 280 students on two campuses and serves grades 1 – 12, having added a high school after merging with Valley Academy in 2003. In 2009, the School purchased the former Ruxton School property, and relocated the Upper School Campus from Towson to a 57-acre campus in the Caves Valley region of Baltimore County. Today, the two campuses are less than 4 miles apart, and share resources and facilities. The School provides training programs to public, independent and parochial school teachers, and tutoring services to children and adults through the Jemicy Professional Outreach Program. Jemicy willingly shared its expertise with founders of two area schools, established to serve a similar learning population. The Association of Independent Maryland Schools (AIMS), the National Association of Independent Schools (NAIS), Maryland State Department of Education (MSDE), and the National Association of College Admission Counseling (NACAC) accredit the school.

Jemicy Facts:

- Annual Operating Budget: Over \$8M
- Current tuition: \$28,600
- Current Annual Fund goal: \$425K
- Endowment: Over \$11M
- Financial Aid 2009-2010: \$597,000
- 50% of Jemicy parents have independent school background
- 72% of Jemicy parents contributed to the 2008-2009 Annual Fund
- 12% of Jemicy parents are alumni/ae of the school
- There is a newly active Alumni Council, and there are over 1000 Jemicy alumni/ae

Advancement Program Overview:

The Development Office currently has one-full time professional, the Director of Development, and a support position, the Development Assistant. This search represents a strong commitment by the Board of Trustees and Head of School to expand the Capital fundraising program at the school to meet financial and future building needs.

A look at fundraising data shows that Jemicy already demonstrated its capability to raise philanthropic gifts. In the last 10 years, the school has successfully conducted two formal Capital Campaigns, the first for \$2.3MM, and the second for \$5.6MM.

The Coordinator will re-start the current Capital Campaign, "Begin Here...the Campaign". Approximately \$4MM of the \$8-\$10MM goal has been raised to date. The campaign includes both Capital and Endowment initiatives.

The school enjoys volunteer support each year for Annual Giving and special events. The Development Committee of the Board of Trustees is an active, well-functioning committee that enjoys the support of the entire Board.

The Position: Capital Campaign Coordinator

The Coordinator reports to the Director of Development and the Chair of the Capital Campaign.

Principal Duties include the following:

- Organize and coordinate all aspects of Capital fundraising for all Jemicy constituents: Board members, current and past parents, alumni, grandparents, faculty/staff, friends, corporations, foundations;
- Conduct donor research for the identification of prospective individual and institutional donors;
- Engage and solicit existing and prospective Capital fund donors by mail, by phone, through events and in face-to-face meetings; recommend and implement initiatives to increase donor retention and acquisition;
- Manage all donor – foundation, corporate, individual, and government – and prospect relationships; map out solicitation strategies for all constituencies;
- Train Board Members and other volunteers to raise Capital gift funds for the school;
- Analyze effectiveness of Capital solicitation efforts and make improvements accordingly;
- Act as a representative of the school to current and prospective donors. Effectively communicate Jemicy's record of success and students' future needs;
- Guide development and preparation of all fund raising materials, including various solicitation and acknowledgment approaches;
- Track all research and solicitation activities for all established and prospective Capital donors;
- Provide support and information toward the Office's electronic information management and reporting systems;
- Prepare and present appropriate reports for the Administration and Board; and,
- Coordinate Capital strategies with all other school fund raising activities.

Candidate Qualifications and Characteristics

- Bachelor's degree from four-year college or university required. Master's degree preferred.
- Prior experience in development is required
- Previous experience and demonstrated skill in capital gifts cultivation and solicitation, enlisting volunteers and coordinating their effort and energy towards the attainment of strategic initiatives preferred, but not required
- Outstanding organization and strong written and oral communication skills. Capability to present information and respond effectively to parents, alumni, faculty and staff, Board members, and the general public
- The ability to develop plans based on a vision for the long term
- Ability to work independently and as part of a team
- Ability to meet deadlines

The Search Process

All inquiries and applications must be sent electronically, in PDF or Word format to either/both **Ted Lingenheld or Julie Robinson** at ISC Search.

Please use the following email and phone addresses for correspondence:

Ted Lingenheld
eclingenheld@isc-erh.com
919-264-8636

Julie Robinson
jrobinson@isc-erh.com
404-401-5561

A complete application will include the following:

- Current resume showing most recent employment
- Cover letter explaining interest in the Jemicy School position and relevant elaboration on qualifications
- List of five references, including current and previous position supervisor

Compensation for the position will be competitive and an attractive benefits package is included. All applications should be received by ISC Search **by March 26, 2010** and will be acknowledged upon receipt.

Jemicy School is an Equal Opportunity Employer