



CHIEF ADVANCEMENT OFFICER
MILTON ACADEMY
MILTON, MASSACHUSETTS



Aspen Leadership Group is proud to partner with Milton Academy in the search for a Chief Advancement Officer.

The Chief Advancement Officer will lead all development and alumni relations efforts of Milton Academy, while embodying the school's enduring motto, "Dare to be true." The Chief Advancement Officer will partner with the Head of School and Leadership Team to ensure cohesive messaging of institutional strategic goals and objectives across stakeholders. Guided by Milton's core values of self-confidence, shared exchange of ideas, and deep respect for diversity, the Chief Advancement Officer will provide leadership and clear feedback to a dedicated team of approximately 20 professionals, overseeing all aspects of fundraising, advancement services, alumni relations, and parent relations activities and events. The Chief Advancement Officer will manage capital campaigns, major gift activities, and work closely with the Board of Trustees, particularly the Financial Sustainability Committee, to enhance major gift fundraising strategies. The Chief Advancement Officer will define the strategic direction for annual giving and alumni relations programs, setting communications strategy, managing a portfolio of high-value prospects, expanding planned giving opportunities, and fostering relationships with all constituents through various programs and special events. By aligning development and alumni relations efforts with Milton's culture and commitment to preparing students to meet high expectations, the Chief Advancement Officer will play a pivotal role in shaping the future of Milton Academy.

FROM THE HEAD OF SCHOOL

Thank you so much for your interest in joining Milton Academy!

Although my tenure as Milton's new Head of School began a year ago, my relationship with Milton extends back nearly 40 years to my arrival as a new tenth grade boarding student in the fall of 1985. While much has changed at Milton in the intervening years, I know first-hand that the important things—the things that are quintessentially Milton—remain unchanged. Milton is an environment steeped in academic excellence and a community that is inclusive, compassionate, and driven to celebrate each student's individual strengths, passions, and identity. This commitment to our mission is central to everything we do, in our classrooms and throughout all our operations.

During my first year as Head of School, I have had the opportunity to speak with many alumni, virtually all of whom credit Milton with their development as intellectuals and citizens of the world. For all of them, "Dare to be true" is not only our treasured motto, but also a calling to be bold and passionate, and to embrace and encourage these qualities in others. Milton has always sought to be a school that stands for something greater than itself.

Milton is uniquely structured to serve both day and boarding students, with an innovative and inspiring vision for contemporary independent education. We are celebrated for our breadth of educational offerings across three divisions (K-12), and our vibrant population of both domestic and international students in the Upper School. While we are an independent school in all of the best ways, we certainly embrace a larger public purpose.

The strength of our school is evident—we have competitive admissions, desirable post-secondary outcomes, enviable fundraising results, and a world-class faculty. We are so proud of what Milton is, but we also have big ambitions for what Milton can become. Our leadership team is excited about the possibilities that will come from our nascent strategic planning process. We are focused on exploring big, bold ideas for the school's future.

The new Chief Advancement Officer will play a critical role in realizing our ambitions, both through the strategic planning process, and the emergent capital campaign. The team and I are looking forward to welcoming a new colleague who shares our commitment to not only finding joy in the daily life of the school, but also to ensuring that Milton's vibrant intellectual energy will continue to prepare students for an increasingly complex world well into the future.

—Dr. Alexandra H. Callen '88, Head of School

ABOUT MILTON ACADEMY

Dynamic, complex, and buzzing with intellectual excitement, Milton Academy encourages its K-12 students to explore their passions, discover new interests, and take risks in a supportive, academically rigorous environment. “Dare to be true,” the independent school’s treasured motto, is alive on Milton’s vibrant campus—located just south of Boston—where diverse and talented students from across the U.S. and around the world are nurtured in the development of their identities and encouraged to be themselves. One of very few schools in the U.S. to offer a K-12 academic experience that includes a boarding and day program in its upper grades, Milton strives to engage students in ambitious preparation for college and for life in an environment that stimulates intellectual and personal growth. Evolving and enduring, the school maintains the academic standards throughout its three divisions that have earned Milton its national and global acclaim, while continually adapting teaching and learning practices to ready students for the modern world. In the Lower School, students master the foundations of education and learn through creative learning and exploration. In the Middle School, they grow in independence and responsibility. In the Upper School, a vibrant mix of international and domestic students enrolled in highly selective boarding and day programs become young adults who learn with zeal and advocate for their communities. Milton students at all levels are met with age-appropriate challenges from teachers who take a holistic approach to their development. The school encourages students to approach problems and projects with curiosity and creativity.

Milton faculty and staff participate with enthusiasm in the life of the school beyond their roles as educators, serving in many other roles, such as advisors, coaches, directors, and dorm parents. Milton’s mission statement describes the school’s celebration of inclusion, community-building, and individual expression and development:

Milton Academy cultivates in its students a passion for learning and a respect for others. Embracing diversity and the pursuit of excellence, it creates a community in which individuals develop competence, confidence, and character. This active learning environment, in and out of the classroom, develops creative and critical thinkers, unafraid to express their ideas, prepared to seek meaningful lifetime success and to live by the motto, "Dare to be true."

In classrooms and labs, on stages and playing fields, as teammates and as leaders, Milton students stand out because of their desire to grow, achieve, and make a difference. The community values empathy, courage, and connection as students and adults engage with one another and in the world beyond campus. Graduates carry Milton's spirit of excellence with them, becoming leaders and innovators in science, business, medicine, art, government, social justice, entertainment, academia, and technology.

A Milton education is experiential and immersive—one that encourages students to continue learning beyond the classroom and to grow as citizens of a global society. The school sits on 130 acres and its proximity to Boston's resources and cultural opportunities extends learning beyond Milton's campus.

Milton students have myriad opportunities to learn in the world. Community Engagement Programs and Partnerships have placed hundreds of students weekly in service sites across Greater Boston, where they have tutored public school students, helped English language learners, participated in sustainability efforts, and provided companionship for elders. Service trips on school vacations have taken students to Navajo Nation, New Orleans, and rural areas in the United States. The Modern Languages Department has offered exchange programs with students in France, China, and Spain; various Milton music groups have traveled internationally for performances, including to South Africa and Europe; and the school's Outdoor Program offers activity-based trips throughout New England. Additionally, Juniors may apply for semester programs (including at the Mountain School—a working farm in Vershire, Vermont owned by Milton Academy that accepts students from all over the U.S.).

DARE TO BE TRUE

Adopted in 1898, Milton Academy's motto resounds in the minds and hearts of today's students and graduates. Often cited by both faculty and students as the litmus test for word or action, "Dare to be true" not only states a core value, but it also describes Milton's culture. Milton believes that a vital and effective community is built on individuals' self-confidence and shared exchange of ideas. Grounded in values, deeply respectful of diversity, and fully aware of the issues of their time, Milton students graduate fully prepared to continue working to meet their own high expectations in the many venues which follow.

MILTON ACADEMY'S COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND JUSTICE

Milton maintains a school-wide commitment to diversity, equity, inclusion, and justice (DEIJ) and aspires to create a healthy, anti-racist, and inclusive culture for its students, faculty, and staff. The school recognizes that growing and learning among people who share widely divergent life stories—and appreciating their backgrounds and cultures—is an invaluable component of a true education. The school believes that each of us brings a unique and important dimension to our shared experience, and that drives relationships at Milton.

Nearly 50 percent of Upper School students identify as students of color with similar percentages in the Lower and Middle School programs. Milton strives to support students in their diverse range of identities, and regularly evaluates its culture and practices to ensure a welcoming school for all. Milton offers dozens of clubs and affinity spaces for students, which include groups that celebrate and provide bonding opportunities around culture and identity.

REPORTING RELATIONSHIPS

The Chief Advancement Officer will report to the Head of School, Dr. Alexandra H. Callen and serve as a member of the Leadership Team. The Chief Advancement Officer will serve as liaison to two Board of Trustees committees: the Financial Sustainability Committee and the Nominating & Governance Committee. The Chief Advancement Officer will manage and lead a staff of approximately 20 fundraising and alumni relations professionals.

PRIMARY RESPONSIBILITIES

The Chief Advancement Officer will

- develop and maintain a highly collaborative working relationship with the Head of School and Leadership Team members to ensure institutional strategic goals and objectives are reflected in the development and alumni relations office goals;
- set the direction for all fundraising, alumni relations and events, K-12 parent relations activities and events, and advancement services;
- develop strategies for enhancing the level of major gift fundraising;
- provide leadership, foster initiative, and provide clear feedback to members of the development and alumni relations department;
- work with the Head of School and other key leadership team members to design a capital campaign that will ensure support at the major/top prospect levels;
- work closely with the Board of Trustees and particularly members of the board's Financial Sustainability Committee, preparing appropriate reports for trustees on a regular basis;
- collaborate with the Director of Development to ensure that major gift staff are well trained and demonstrate the necessary skills to maximize efficiency and effectiveness in cultivating top prospects, identifying new prospects, and developing an ongoing program of major gift fundraising;
- provide strategic direction and creative thinking for the Annual Giving and Alumni Relations programs, setting specific objectives and goals to increase parent and alumni participation and support;
- ensure that the Stewardship Program strategy recognizes all donors appropriately and cultivates prospective major gift donors;
- work closely with the Director of Development to ensure that development and alumni relations office programs are designed to cultivate and strengthen relationships with all constituents including all parents in each division K-12, reunions based on class year and affinity groups, local and regional gatherings, and special events for major donors;
- oversee the department's operating budget, ensuring thoughtful and impactful allocation of resources;
- work with the Chief Financial Officer to develop financial strategies related to fundraising as well as ensure comprehensive data reporting and accuracy of fundraising financial records;
- work with the Chief Communication Officer to set the advancement program's communications strategy in support of the school's engagement, alumni relations, and fundraising goals and objectives, making the case for supporting Milton's strategic priorities and ensuring messaging is consistent and aligned institutionally;
- serve as a lead member of the major gift team and manage a portfolio of prospects capable of gifts of more than \$1 million, including international donors, and engage in the cultivation and direct solicitation of these individual prospects;
- enable the expansion and promotion of planned giving opportunities for donors;

- ensure that the development department is connected with the broader community, building and strengthening relationships through participation and engagement in the day-to-day life of the school.

LEADERSHIP

Alexandra H. Callen '88

Head of School

A lifelong educator deeply committed to innovation and student success, Dr. Alexandra “Alixé” Callen became Milton Academy’s 13th Head of School in 2023. Dr. Callen, a member of Milton’s Class of 1988, has extensive teaching and leadership experience in both public and independent schools.

Milton received its reaccreditation in 2023, and Dr. Callen is poised to embark on the next phase of the school’s strategic planning. A coalition builder and thoughtful communicator, she has empowered a talented Leadership Team to oversee Milton’s three academic divisions and all of the K–12 school’s educational, co-curricular, and operational functions. Keeping students at the center of each decision and initiative, she has built a sense of joyful community across the vibrant and diverse campus.

Prior to joining Milton, Dr. Callen was Head of School at St. George’s School in Middletown, Rhode Island, where she and her team undertook a full-scale effort to review and renew the school’s curriculum to support interdisciplinary and connected learning, prioritizing strong academics and reflecting the latest research in education. Tapping into the expertise of the school’s most veteran faculty, Dr. Callen energized pedagogical and professional development through dedicated programs for teaching and learning.

Her team launched the *Beloved Community* Initiative, a program focused on the history of St. George’s and the experiences of students across diverse identities. She also collaborated with the school’s advancement office to raise more than \$20 million to support new capital projects.

Dr. Callen received her bachelor’s degree in American civilization from Brown University, a Master of Arts in teaching degree from Brown, a master’s degree in administration, planning, and social policy from Harvard University, and her doctorate from Harvard, where she was elected to the Harvard Educational Review. Prior to St. George’s, she was the Upper School Director at Lakeside School in Seattle, the Principal of Acton-Boxborough Regional High School in Acton, Massachusetts—a 2,000-student public school consistently rated among the best in the state—and Assistant Principal of Needham High School in Needham, Massachusetts. She has also held leadership, teaching, and research positions through the Harvard Graduate School of Education, the Francis W. Parker Charter Essential School in Devens, Massachusetts, the Sedona-Oak Creek Unified School District in Sedona, Arizona, and the Coalition of Essential Schools.

PREFERRED COMPETENCIES AND QUALIFICATIONS

Milton Academy seeks a Chief Advancement Officer with

- a commitment to the mission of Milton Academy—to cultivate in its students a passion for learning and a respect for others, embracing diversity and the pursuit of excellence, as it creates a community in which individuals develop competence, confidence, and character;
- knowledge of and experience with successful major gift and planned giving solicitations for alumni, parents, and friends at a top national or international independent school;

- an ability to engage, interact effectively with, and earn the respect of all the constituencies of the school community including the Head of School, Leadership Team, trustees, administration, faculty, staff, students, parents, alumni, and friends;
- an ability to set strategic direction, act as a skilled and knowledgeable mentor, and help department staff meet goals and objectives;
- knowledge of how to market and communicate the values and mission of an independent school both internally and externally;
- vision and an ability to contribute to the strategic planning process;
- confidence, self-assurance, humility, an approach that will command respect and attention, a positive outlook, and an outgoing attitude;
- an ability to interact effectively with high-net-worth individuals;
- excellent communication skills, both oral and written, across platforms and audiences;
- an ability to identify, cultivate, solicit, and close major gift prospects, planned gift prospects, and annual fund leadership prospects;
- knowledge of and experience in prospect tracking, stewardship, and reporting procedures, as well as all aspects of annual giving programs;
- experience organizing and conducting an on-going major giving program and a capital campaign;
- integrity and a strong work ethic;
- experience recruiting, managing, supporting, and promoting volunteers including board and committee members;
- experience using fundraising operations software, such as Raiser's Edge, effectively to record and report on gift data, and comply with recognized standards and the federal tax code;
- demonstrated computer expertise, including proficiency in Google Workspace, Microsoft Office, and Adobe Creative Cloud;
- an ability to work collaboratively with internal and external constituencies;
- an understanding of confidentiality and related issues;
- receptiveness to supervision and professional development; and
- a desire to be a part of a dynamic educational community.

A bachelor's degree or an equivalent combination of education and experience is preferred for this role as is at least 10 years of development experience in an independent school, a college, or a university with a mature advancement program.

Milton Academy will consider candidates with a broad range of backgrounds. If you are excited about this role and feel that you can contribute to Milton, but your experience does not exactly align with every qualification listed above, we encourage you to apply.

SALARY, BENEFITS, AND CULTURE

Milton Academy offers a competitive salary and a wide range of benefits designed to attract and retain talented employees, including comprehensive insurance coverage and retirement plans; generous paid time off; summer hours; on-campus dining facilities; and free on-campus parking, fitness facilities, and health and wellness courses.

Living its motto “Dare to be true,” the faculty and staff at Milton Academy inspire young people to explore their interests—academic, athletic, artistic, personal—to find their voices and develop as leaders in a supportive and generous environment that rejects the notion of one defined version of success. All share a commitment to ensuring that this vibrant intellectual energy continues and that the school prepares students for an increasingly complex world. Milton Academy is distinguished by a culture that is supported by strong systems, accountability, and recognition of excellence.

LOCATION

This position is in Milton, Massachusetts. A consistent, on-campus presence in the office and community is desired and expected, when not traveling for work. The individual in this role should expect to travel part of the time, both domestically and internationally.

PHYSICAL REQUIREMENTS

- must be able to work at a computer for up to 8 hours each day in conjunction with OSHA requirements.
- must be able to move around the Milton Academy campus without restriction.
- must be able to lift up to 10 pounds.

APPLICATION INSTRUCTIONS

All applications must be accompanied by a cover letter and résumé. ***Cover letters should be responsive to the mission of Milton Academy as well as the responsibilities and qualifications stated in the prospectus.*** Review of applications will begin immediately and continue until the successful candidate has been selected.

An equal opportunity employer, Milton Academy embraces diversity and the pursuit of excellence. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, gender expression, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.

To apply for this position, visit: [Chief Advancement Officer, Milton Academy](#).

To nominate a candidate, please contact Don Hasseltine: donhasseltine@aspingleadershipgroup.com.

All inquiries will be held in confidence.