



**The Heritage School** in Newnan, Georgia seeks a new **Director of Advancement**. The School takes pride in hiring dynamic, compassionate, and collaborative faculty and staff who are among the finest in their areas of expertise. **The Heritage School** is committed to a compensation and recognition structure for faculty and administration in order to compete for the best professionals from across the nation.

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The school has asked **Big Back Pack LLC** to recruit quality candidates for its next Director of Advancement. **For more information, contact Steve Mandell at [steve@bigbackpack.org](mailto:steve@bigbackpack.org).**



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### **The Position**

The new **Director of Advancement** will oversee all aspects of the School's development and fundraising activities, working closely with the Head of School, Board of Trustees, and Senior Leadership. S/he must forge strong relationships within the larger school community, and will be asked to manage roles and responsibilities of the Advancement Team to maximize service to the mission of the school.

**Successful candidates will have measurable experience and interest in both finance and operations as well as demonstrated leadership in a strategic role.** The School is looking for a person that is an outstanding financial professional, effective communicator, and true team player.

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### **Why Work at The Heritage School?**

The Heritage School is an outstanding independent school! Enrollment is on the rise. The Board is starting to plan for an ambitious capital campaign. The school leadership is passionate, enthusiastic, and supportive. The school's finances have been well-managed. There are clear policies and procedures in place. This is a unique and family oriented school community where anything and everything is possible.

The Heritage School prepares students for college and later life by developing the mind through a full range of rigorous academics; the body through competition and teamwork; the spirit through self-awareness and growth; and camaraderie through shared experiences.

The Heritage School's beautiful, 73-acre campus offers rich opportunities for students of all ages. With thirteen buildings, numerous athletic arenas, an alpine climbing tower, and a nature trail, there is ample space to enjoy the many and varied out-of-the-classroom experiences offered here. The physical campus is beautiful and well maintained, highlighted by excellent facilities and the school's legendary pecan grove. There have been substantial improvements and new construction.

**Newnan, Georgia** (The City of Homes) is a wonderful place to live and work. A reasonable drive from Atlanta and other area suburbs, life in this picturesque and historic community provides unlimited opportunities for families to grow, thrive, and be entertained. Newnan has grown tremendously over the past 15 years and offers immeasurable shopping, arts, and community activities. Newnan has become a thriving hub for healthcare and more recently a center for the movie and television industry.

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### **Key Qualities of a Successful Candidate:**

The School hopes to find candidates who embody the following personal qualities:

- Ability to thrive in a dynamic environment
  - Ability to anticipate, absorb, and adapt to new ideas and initiatives
  - Ability to self-manage, and guide complex projects through to completion
  - Ability to think strategically about both fundraising and larger School concerns
  - Ability to balance and prioritize the needs of the School
  - Ability to manage and mentor staff, and be a respected, active member of the School and greater Newnan community
  - Authentic commitment to excellent customer service and caring for all stakeholders and members of the School
  - Superb communication skills; excellent written, verbal, and presentation skills
  - A confident team player - someone who always pitches in no matter the task.
  - Evident integrity and kindness
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It has been and will continue to be the policy of **The Heritage School** to be fair and impartial in all of its relations with its employees and applicants for employment and to make all employment related decisions without regard to race, religion, color, national origin, age, sex, disability, or any other categories protected by federal, state, or local law. This policy applies to recruitment, hiring, training, promotion, and all other personnel actions and conditions of employment such as compensation, benefits, layoffs, reinstatements, training, tuition assistance, and disciplinary measures. Decisions regarding employment and promotion will be based solely upon job-related factors.

**The salary range for this position is competitive and includes a comprehensive benefits package (medical, dental, retirement).**

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### **To Apply**

Interested and qualified candidates should submit electronically in one email and as separate documents (**preferably PDFs**) the following materials:

- A cover letter expressing their interest in this particular position
- A current résumé
- A one-page statement of professional philosophy and leadership practice
- An annotated list of three professional references with name, phone number, and email address (references will be contacted only with prior candidate approval).

All materials should be sent via email to:

**Steve Mandell, M.Ed.**  
**Consultant & Advocate**  
**Big Back Pack, LLC**  
**[steve@bigbackpack.org](mailto:steve@bigbackpack.org)**

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