ByalaSearch LLC

DIRECTOR OF OPERATIONS, PLANNING , AND ANALYTICS

ByalaSearch LLC is pleased to announce that our firm has been retained by Phillips Academy to identify candidates for the position of Director of Operations, Planning, and Analytics.

About PHILLIPS ACADEMY

Andover is an independent high school that stands ready to meet, match, and expand the minds and passions of some of the brightest students in the nation and the world. Andover has a roster of 300 courses, more than 150 electives, and opportunities for pursuing independent study and study abroad projects. Because of its size, Andover offers enormous depth and breadth of activity and opportunity while still feeling like a personal place.

Our energetic, one-of-a-kind educational community ultimately helps young people grow intellectually, artistically, athletically and morally. Smart and curious students from as many as 50 states and 49 countries study with teachers and scholars who are also coaches, mentors, house counselors, advisors and inspirations.

Non sibi. Not for self. Paul Revere forged this motto into Phillips Academy's original seal 230 years ago. Whether it is helping a classmate with difficult math homework, taking on a leadership role in a school club, or participating in the dozens of service learning projects that take us into local neighborhoods and around the world, non sibi is a way of life at Phillips Academy.

Primary Function

Reporting to the Secretary of the Academy, the Director of Operations, Planning, and Analytics will serve as Phillips Academy's senior leader for advancement data and information strategy. In addition to overseeing the departments of information services, prospect development, and analytics, the Director will anticipate data and information needs of the Office of Academy Resources. He/she/they will lead process re-design, annual planning, budgeting, and forecasting efforts as well as ensure a high degree of proficiency in using data tools across the division.

The Director leads a department comprising three units (Information Resources, Prospect Development, and Analytics) totaling 12 professional and administrative staff members and collaborates with colleagues across the Office of Academy Resources and Phillips Academy to achieve results.

Position Description

The Director of Operations, Planning, and Analytics will have the following responsibilities:

- Lead information strategy and process re-design for the Office of Academy Resources;
- Serve as a member of the Office for Academy Resources (OAR) senior leadership, share responsibility for Phillips Academy's advancement success through industry-leading communications, development, and engagement activities;
- Oversee and lead the Information Services unit, ensuring timely and accurate gift entry; improve reporting, maintenance of accurate constituent records, and successful exploitation of advancement information systems;
- Oversee and lead the Prospect Development unit, moving to a dynamic prospect development model that incorporates predictive analytics to ensure the most successful prospect engagement strategies;
- Oversee and lead the Analytics unit, leading to a much greater use of information-rich goal-setting, performance monitoring (dashboards and reporting), and tactical adjustments across OAR;
- In partnership with colleagues in OAR and across the Academy, lead OAR's technology planning as needs and new opportunities evolve;
- Conduct all efforts fully aligned with Academy values that place a primary emphasis on non-discrimination, equity, and inclusion for all faculty, staff, students, and outside constituents and in a fiscally responsible manner;
- Serve as a thought partner and resource to colleagues across the Academy to leverage data; these colleagues include Admissions, Student Services, Finance, Information Technology and others.
- Occasional night and weekend work may be required, both on campus and off, including rare travel out of state.

Ideal Skills and Experience:

The ideal candidate will have the following qualifications, knowledge, and skills:

- 8-10 years' experience in advancement operations in an educational institution or other non-profit setting, or demonstrated success in related roles, is required;
- Must demonstrate experience or aptitude to succeed through team leadership and personal action in several key areas: information strategy, planning and process design/re-design, technology and business unit planning, and the ability to infuse information-rich decision making into functions accustomed to experiential or anecdotal understandings;
- A capacity to delegate important tasks to the right individual(s);
- Excellent written and verbal communication and interpersonal skills;
- The ability to take initiative and collaborate with others; serve as an accessible

leader and mentor to team members;

- Mastery of information strategy, common business productivity and analysis tools, and the design and presentation of both qualitative and quantitative reports, knowledge of network and resource trends in education and related areas is strongly preferred;
- A passion for the roles that philanthropy and private education play in changing lives;
- Direct experience in a complex advancement organization would be an asset;
- Bachelor's degree required; Master's degree preferred.

Critical Competencies for Success

- The successful candidate will be a strategic information leader with the vision to conceive high-level direction as well as the talent to work with colleagues to decisively translate strategy into action.

- The Director must be a superior results-oriented performer who can bring multiple initiatives to completion simultaneously with grace and good humor.

- Demonstrated superior management skills, providing teams direction and delegating as appropriate, even with sections in different locations.

- Track record of implementing development best practices; capacity to be thorough and detail oriented, providing an understanding of what the data is showing to constituents with varying levels of knowledge; demonstrated ability to anticipate issues and to solve problems creatively and effectively.

- Serve as a thought leader and partner with ability to work across departments to share information and collaborate on projects.

Other Characteristics

The successful candidate will be able to work collaboratively with groups across the Academy. This involves diplomatic skills while also being able to serve as spokesperson for certain viewpoints when needed. Additionally, he/she/they will advocate for the Operations, Planning, and Analytics Department within the Academy. The successful candidate will be able to establish clear expectations and parameters for the team and for the use of data internally and externally. The Director of Operations, Planning, and Analytics will continue to build and strengthen relationships across the Academy to enhance sharing of information and resources.

Kindly send nominations or expressions of interest to:

Lisa Byala
Principal
ByalaSearch LLC
padopa@byalasearch.com
T: (212) 547–9536
www.byalasearch.com

Confidential: This document is confidential and is provided to the named recipient. The information contained within this document is a combination of confidential ByalaSearch LLC internal information and confidential communications between ByalaSearch LLC and its client. This document has been prepared with ByalaSearch LLC's best efforts but may require future corrections. Distribution of this document by the named recipient is strictly prohibited.