



**BIG  
BACK  
PACK**



**Assistant Head of School for Institutional  
Advancement Search**



PULASKI ACADEMY

## Assistant Head of School for Institutional Advancement

### The Opportunity

Pulaski Academy announces a new position, Assistant Head of School for Institutional Advancement to begin no later than July 1, 2025. Founded in 1971, Pulaski Academy is the leading K-12 independent school in Arkansas.

*The School has retained Big Back Pack to execute a national search for its next Assistant Head of School for Institutional Advancement.*

**PA offers a college preparatory curriculum, valued traditions, an experienced and nurturing faculty, and a diverse extracurricular program to enhance the educational experience for 1410 students.**

To Apply

Please email resume and cover letter to

**Hacker Burr at [hacker@bigbackpack.org](mailto:hacker@bigbackpack.org)**





PULASKI ACADEMY

## Assistant Head of School for Institutional Advancement

### The School

Founded in 1971, Pulaski Academy is Little Rock's only preschool through 12 independent non-sectarian college preparatory school. With an unwavering commitment to academic excellence, Pulaski Academy offers a college preparatory experience to more than 1400 students in four divisions.

Pulaski Academy's core values – excellence, integrity, respect, and responsibility – guide the educational program and daily interactions among students and adults with a highly developed and intentional focus on character development.

Pulaski Academy has a strong culture of giving, supported by alumni, parents, faculty, and staff.

These dedicated stakeholders contribute their time and financial resources to further the school's mission.

Pulaski Academy offers small class sizes, challenging academics with a personal approach, exceptional athletics fine arts, and service leadership programs. Pulaski Academy is a member of the National Association of Independent Schools and is accredited by the Southern Association of Independent Schools and the Arkansas Nonpublic School Accrediting Association.





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## Assistant Head of School for Institutional Advancement

### The Position

The Assistant Head of School for Institutional Advancement will report to the Head of School in the areas of advancement, alumni, communications, and admissions/enrollment management. The ideal candidate will bring leadership and management experience in each of these important aspects of external relations for Pulaski Academy.

The Assistant Head of School for Institutional Advancement is responsible for establishing and executing the strategic priorities of the Advancement team. This position will collaborate with the Head of School, the Board of Trustees, and the Trustee Advancement Committee to ensure that Advancement priorities align with the school's mission and strategic plan.

The Assistant Head of School for Institutional Advancement oversees

Communications, Alumni, and Admissions/Enrollment and will work to define and execute future capital campaigns while continuing to build on successes in annual fund support, endowment growth, and planned giving efforts.

The Assistant Head of School for Institutional Advancement plays a critical role in communicating and promoting Pulaski Academy's mission, history, and core values within and throughout the community--while also serving as liaison to the Board Advancement Committee.





PULASKI ACADEMY

## Assistant Head of School for Institutional Advancement

### Essential Duties and Responsibilities:

- Develops and implements both short- and long-term advancement plans to meet established goals and objectives
- Clearly articulates and promotes a strong case for the school's philanthropy needs and builds opportunities to enhance and sustain a culture that understands the relationship between philanthropy and the unique quality of a Pulaski Academy education
- Cultivates a portfolio of leadership-level donors and prospects by forming authentic relationships and providing meaningful, ongoing stewardship
- Develops and fosters relationships with institutional donors, including family foundations and outside sources
- Directs the school's capital campaigns and endowment campaigns while personally securing or facilitating major gifts





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## Assistant Head of School for Institutional Advancement

### Essential Duties and Responsibilities Cont'd:

- Develops and leads an advancement team with responsibilities that include Annual Fund, Planned Giving, Alumni Relations, and Advancement Database Management.
- Works collaboratively and creatively with the Director of Communications to appropriately position advancement opportunities and drive fundraising messaging in school publications, grant submissions, reports, and collateral materials to cultivate and steward donors and emphasize PA's brand and communication effectiveness
- Meets regularly with the Head of School regarding development goals and initiatives and routinely reports to the Board of Trustees and appropriate committees
- Attends Pulaski Academy's events and activities to foster pride and excitement for community life and the school's values
- Oversees admissions, enrollment management, financial aid, and all outward-facing communications, marketing, events, and programs
- Presents frequently to trustees, parents, alumni, and other large and small groups of school constituents





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## Assistant Head of School for Institutional Advancement

### Preferred Knowledge, Skills, and Abilities:

- Significant experience including increasing responsibility in nonprofit fundraising, preferably within an independent school or college
- Proven track record of fundraising success by personally cultivating, securing, or facilitating multiple gifts larger than \$1 million
- Demonstrated success in structuring and managing a capital campaign
- Knowledge of planned giving vehicles, including wills, charitable remainder trusts, and insurance bequests
- Proven success in engaging and motivating trustee leadership and support
- In-depth understanding of advancement best practices in an independent school, including fund development, volunteer cultivation, and alumni relations
- Superlative written and speaking skills and the ability to inspire others
- Ability to balance multiple priorities in a complex environment
- Professional discretion, attention to detail, and commitment to excellence
- Deep appreciation and understanding of the school's mission and vision and the ability to inspire internal and external constituents
- Excellent leadership skills including previous work experience successfully managing an advancement team





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## Assistant Head of School for Institutional Advancement

### Qualifications

Master's degree preferred. Bachelor's degree required, as well as a minimum of 5 years of experience in strategic fundraising. Previous Independent School experience preferred.

### General Requirements

- A drug test and criminal history background check is required of all employees.
- References will be required; transcripts may be required.
- Writing samples or collateral materials from previous projects

### Working at Pulaski Academy

*Pulaski Academy is an independent, college-preparatory school that respects, embraces and celebrates diversity in its curriculum, student body, and staff. Pulaski Academy does not discriminate on the basis of race, religion, gender, color, national or ethnic origin in the admission of students, in hiring, or in the administration of its educational program.*







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## Assistant Head of School for Institutional Advancement

### To Apply

Interested and qualified candidates should submit electronically in one email and as separate PDF documents 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 five 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:

Hacker Burr  
President and Managing Director  
Senior Search Consultant  
Big Back Pack LLC  
[hacker@bigbackpack.org](mailto:hacker@bigbackpack.org)

